# Safety screening assessment instructions and form

This form is to be used by the funded organisation to assess police records identified as part of the organisation’s employment safety screening process. It recommends whether or not an application for employment is progressed in the event of a Disclosable Court Outcome.

**After all sections are completed, please return to the funded organisation’s Human Resources for confidential storage as per the records storage requirements of the Safety Screening Policy.**

### Section 1: applicant details

|  |  |
| --- | --- |
| **Applicant name** |  |
| **Alternative names** |  |
| **Date of birth** |  |
| **Gender** |  |

### Section 2: role assessment

|  |  |
| --- | --- |
| **Position applied for** |  |
| **Reference number** |  |

This role is considered (please mark with an ‘X’)

|  |  |
| --- | --- |
| **High risk** |  |
| **Medium risk** |  |
| **Low risk** |  |

**Explanation of role risk assessment:**

|  |
| --- |
|  |

**The primary focus of this role is to:**

|  |
| --- |
|  |

### Section 3: assessment of information received

Details of information/record received (do not copy criminal history information contained in the police check results onto the assessment form verbatim, provide a summary only:

Please confirm with the applicant the details of their criminal history information and detail any considerations below.

**Considerations:**

|  |
| --- |
|  |

### Section 4: decision

I confirm that I have undertaken an assessment of the advertised role, the applicant’s police record, referee reports and all other relevant information in line with the safety screening policy and that based on this assessment I recommend that this application for this specific job be (please mark with an ‘X’):

|  |  |
| --- | --- |
| **Progressed** |  |
| **Not progressed** |  |

#### Recommended by

|  |  |
| --- | --- |
| **Name** |  |
| **Role** |  |
| **Location** |  |
| **Date** |  |
| **Signature** |  |

### Comments

(confirm whether the hiring manager/chair person has had a conversation with the applicant relating to the charges and if they would like to employ the applicant)

|  |
| --- |
|  |

### Supported by

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |
| **Signature** |  |

Please provide a copy of this page to your respective payroll officer. Please note, there should be no mention of the conviction anywhere on this page.

### Applicant details

|  |  |
| --- | --- |
| **Applicant name** |  |
| **Alternative names** |  |
| **Date of birth** |  |
| **Gender** |  |
| **Employment status** |  |

### Approval

(please mark with an ‘X’)

|  |  |
| --- | --- |
| **Approved** |  |
| **Not approved** |  |

I confirm that a discussion has taken place with the Victorian State Government department which funds this organisation about the proposed decision to employ/not employ this person.

Note if this is a child protection role, the following (name/position) needs to be contacted:

|  |
| --- |
| <name of person/position to be contacted> |

### CEO of organisation

|  |  |
| --- | --- |
| **Name** |  |
| **Title** |  |
| **Location** |  |
| **Date** |  |
| **Signature** |  |

### CEO comments

|  |
| --- |
|  |