

Employment screening policy

Policy

Purpose:

The policy aims to ensure the integrity, identity and credentials of employment applicants at Frontier Economics (Frontier) and reduce potential security breaches.

Scope:

The policy applies to all applicants applying for employment with Frontier

Approval:

Frontier Economics Board.

Frontier Economics employment screening process is compliant with Australian standards AS 4811-2006. The screening process is structured to minimize and guard against employment risks.

Screening process

Applicants are requested to be honest and provide full disclosure in their application and interviews.

As part of the application process screening is undertaken to confirm the applicant's identity, integrity and credentials. Only information relevant to the application will be collected.

Applicants must provide consent prior to screening being conducted. Those applicants that do not comply will be considered to have withdrawn from the appointment process.

The screening information collected will only be provided to those within the organisation responsible for making the appointment. Employees involved in the appointment process understand the confidential nature of their role and the need to maintain the privacy of the applicant's information.

On request, applicants can review their personal information.

Verification process

The applicant should provide the following information:

- **Identity:** we require a copy of a current passport and drivers licence, or equivalent. These copies should be certified as being a true copy of the original document. To confirm who is eligible to certify documents please visit <https://www.justice.vic.gov.au/certifiedcopies>. If an applicant does not possess a passport for the location of the position then visa documentation is also required to confirm eligibility to work. The visa documentation will be verified with the relevant Government authorities.
- **Integrity:** we require a curriculum vitae and two character referees. The referees will be contacted to confirm information. Where relevant, a police check and /or a directorship search to confirm performance as an office holder will be requested.



- **Credentials:** we require an official academic transcript of your qualifications and three employment referees. Please note, a download of your course results is not sufficient, it must be an official transcript. Employment referees are only required for applicants who are applying for experienced candidate positions. Reference checks will be undertaken to confirm employment history, please advise if this could jeopardise current employment. If required, overseas applicants will need to arrange statutory declarations to confirm referee documents are legitimate.

Responsibility

The Managing Director is responsible for ensuring the screening process has been completed prior to making an offer of employment. However, if extenuating circumstances prevent screening to be fully undertaken prior to appointment it will be recorded on file.

Records and documentation

The screening data is stored securely with access only available to those involved in assessing the application.

If an applicant is unsuccessful the information will be destroyed after one year.

Review

If an applicant has questions or concerns about the appointment process then they should contact a company director to discuss.