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## CRIMINAL HISTORY CHECK PROCEDURE

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### INFORMATION SHEET FOR PROSPECTIVE STAFF AND VOLUNTEERS

#### INTRODUCTION

All prospective employees (including staff, volunteers, contractors and consultants) of Wesley Mission Melbourne (WMM) who are being considered for positions that have direct contact with clients and/or positions that have responsibility for financial transactions are required to undergo a police records check. The information collected minimises the potential risks to our clients. WMM are also required to collect such information as part of our contractual obligations for The Department of Human Services funded programs.

#### INFORMED CONSENT

Victoria Police does not release criminal history information to any organisation outside the sphere of law enforcement and / or the administration of justice without the individual's written consent. In order to obtain a national police certificate you must agree to complete and sign the appropriate application form, called "**Consent to Check and Release National Police Record**". You will be given the opportunity to read both sides of the form and ask questions. Applicants who do not provide consent for the police check will subsequently be withdrawing from the application process.

#### INFORMATION RELEASED DURING A CRIMINAL HISTORY CHECK

Victoria Police release criminal history information on the basis of guilt and may also release information on matters that are currently being investigated or pending a court hearing. It is important to note that a finding of guilt without conviction is still considered a finding of guilt and will be released.

#### **NON APPOINTMENT TO A POSITION DUE TO POLICE CERTIFICATE CONTAINING A RELEVANT DISCLOSABLE OUTCOME**

If you are not appointed to a position at WMM due to a **relevant** disclosable outcome on your police certificate you will be provided the opportunity to discuss this and the reasons for the decision. Your national police certificate may be shown on request. You will not be provided with a copy of your national police certificate. If you would like your own copy you must contact the Public Enquiry Service on 03 9247 5907 for further information. The national police certificate will be destroyed in accordance with WMM's Disposal Schedule.

#### **STORAGE AND DISPOSAL OF CRIMINAL RECORD CHECK**

If you are appointed, the police certificate and associated documents will be securely stored while you remain employed at WMM and following your departure it will be destroyed in accordance with WMM's Disposal Schedule.

#### **CONTACT INFORMATION**

General enquiries can be made by phoning Public Enquiry Service, Victoria Police 03 9247 5907 or via email [publicenquiryservice@police.vic.gov.au](mailto:publicenquiryservice@police.vic.gov.au)

For more detailed information please visit the police website [www.police.vic.gov.au](http://www.police.vic.gov.au)