

# Background checks for employment

## Background checks in Australia

Australian employers have access to a broad range of background checks, most of which can be outsourced to experienced third party providers. The following table summarises the most readily available background checks in the Australian labour market:

Name of check	Details
Prior employment	The most common form of background check – it involves contact with previous employers to confirm the accuracy of the applicant's declared employment history including dates of engagement, job title and key responsibilities.
Bankruptcy	Routinely undertaken where the relevant vacancy involves the provision of financial or related services, or where there is an elevated risk of corruption or bribery.
Criminal records	Most often undertaken where the vacancy arises within a law enforcement or other similarly sensitive industry.
Working with children	This check is a mandatory requirement in most states and territories where the vacancy will involve interaction with children, such as teaching, youth services and some charitable work.
Visa	A simple check to confirm an applicant has the legal right to work in Australia.
Health	Generally performed to verify an applicant is able to fulfil the 'inherent requirements' of a particular role.
Electoral roll	Involves a simple review of relevant electoral information to ensure the accuracy of information supplied by the prospective employee.
Previous employment	This is a relatively routine check performed to verify that the applicant's supplied employment history corresponds with the records held by previous employers. It may be limited to a simple confirmation of dates and roles or may extend to the employee's success/performance in those roles.
Qualifications and memberships	A straightforward investigation to confirm the accuracy of the applicant's claimed academic and professional qualifications and memberships.
ASIC and ABN	This is perhaps the easiest check to undertake and simply involves a review of online ASIC and ABN registers to confirm the legitimacy and viability of an applicant's own enterprise.

Where the required check involves a level of specialist knowledge or access to restricted information, Australian employers may appoint a third party provider to perform the check on their behalf. These specialist providers – which in many cases are akin to private investigators – will charge the employer a standard professional fee for their services. A large number of such providers currently operate across Australia.

## Contact us

For more information on the content of this fact sheet, please contact us:

### Phillipsons Accounting Services Pty Ltd

388 Raymond Street

Sale Vic. 3850

Phone: 03 5144 4566

Fax: 03 5144 5403

Phillipsons Accounting Services Pty Ltd ABN 89 103 720 190, registered office 388 Raymond Street Sale Vic 3850, has not taken into account any particular person's objectives, financial situation or needs in preparing this summary. Investors should, before acting on this information, consider the appropriateness of this information having regard to their personal objectives, financial situation or needs. We recommend that investors obtain financial advice specific to their situation before making any financial investment or insurance decision.

From time to time Phillipsons Accounting Services or its employees or agents may have an interest in or receive pecuniary and non pecuniary benefits from the services mentioned herein. **Information correct as at June 2015**