



Background Check Frequently Asked Questions (FAQ's) For Applicants

1. Why do I have to complete a background check?

The Australian National University completes background checks to ensure that we are providing a safe environment for our community. This is a standard part of our recruitment process for all roles.

2. What sort of background check will be completed?

The standard background checks that we complete for all candidates are reference checks and a National Police Check (NPC). Other checks may be required depending on the role you have applied for.

3. What information will I have to provide?

To complete the standard background checks you will be asked to provide:

- a. The contact details for a minimum of two referees to enable the completion of reference checks. This information will be requested as part of the application process and the checks are conducted by the chair of the selection panel.
- b. Our background checking provider (Makesure) will request documentation from you to complete the NPC. The email you receive will specify the documentation required and may include:
 - your full name and any other names you have been known by
 - date and place of birth
 - current and previous addresses from the last five years
 - other identification types such as a photo ID, Medicare card or passport.

4. Can I take my NPC documents to an office front (i.e. Access Canberra)?

As the check is completed through a national database, it is an online process.

5. What if I don't submit the required documentation for the NPC background check to Makesure?

If you don't submit the required documentation to Makesure, they will not be able to complete the NPC.

6. Who is Makesure?

Makesure, is an accredited, Australian based, background checking company that uses a secure, online checking process. By using Makesure the University can ensure that all workers are being held to the same background checking criteria.

7. What will the background check outcome show, and who will have access to this information?

The background check will show any releasable court outcomes from all Australian States and Territories based on respective policies/legislations. This information is referred to as a 'Disclosable Outcome' and will only be accessible to specific staff at the University. All personal information will be managed in accordance with the requirements of the *Privacy Act 1988*.

8. Will the hiring manager or supervisor see my result?

The hiring manager or supervisor of the role you are applying for will not see the outcome of your background check. They will be notified when your NPC has been completed and if our application requires further review by the Background Checking Team and, if necessary, the Background Checking Committee.

9. Will the background check cost me anything?

No – the background check initiated via Makesure will be charged directly to the University.

10. What is the expected timeframe for receiving the NPC outcome?

From the time a candidate submits their documentation to the third-party provider, it should take between 24-72 hours.

11. I already have an NPC from my previous job, can I use this?

If the police check has been completed within the last 90 days this can be used.

12. If I have a current Working with Vulnerable People (WWVP) or Working with Children Check (WWCC), do I still need to undergo an NPC?

No, the WWVVP / WWCC checks include a police check, so candidates with a current WWVP / WWVC already meet the baseline police check requirements. Please provide a copy of the relevant documentation to your ANU contact.

13. Are there any situations in which an NPC background check is not required?

Yes, a background check is not required when the candidate:

- holds a valid WWVP / WWCC
- has recently undergone a (national/international) police check that is no older than 90 days.
- is a registered professional (Accountant, Psychologist, Lawyer, ANU Medical School Registered Practitioner).

14. I have a security clearance from working in the public service, can I use this?

The University does not require a security clearance for most roles and is not able to monitor any changes in security clearance status. As such, an NPC will still be required as part of the recruitment process.

15. I do not want to complete a background check. What other options do I have?

All appointments are dependent upon the completion of required background checks.

16. Will a Disclosable Outcome from the NPC stop me from getting a job?

Not necessarily. Where a background check reveals any Disclosable Outcome, a review will be conducted as per the Background Checking Procedure. Based on the outcome of the review, the HR team and hiring manager will be advised if the candidate is appointable to the role and an offer can be made.