

**DEPARTMENT OF CORRECTIVE SERVICES
PROCEDURE - RECRUITMENT AND SELECTION**

PREFACE INFORMATION

Version: 01	Date of Approval: June 2000	Date of Review: June 2001
Directorate/Unit:	Human Resource Services Branch	
Application:	Department	
Availability:	Public	

Subject: Employment of Individuals with Criminal Convictions

Authority: OPS Directive No. 5/97 - Recruitment and Selection

1. Purpose

To prescribe the security clearance procedure that must be undertaken when considering the appointment of an individual to the department.

2. Principles

2.1 No person may commence employment with the Department of Corrective Services prior to either the return of a satisfactory security clearance or the issue of a waiver by the department.

3. Process

3.1 Individuals being considered for employment by the department must be informed as part of the selection process that any offer of employment will be contingent upon the information gained via a check of their recorded criminal history.

3.2 Following the identification of the preferred applicant for a vacancy, the Chairperson of the selection panel is to complete a Request for Security Check Form and submit same to the Internal Audit Unit. Applicant particulars must be verified via a birth certificate or other official documentation. These details should be recorded on the Request for Security Check form to enable the department to seek from the Queensland Police Service information regarding the applicant's national criminal history.

- 3.3 No details of the applicant's criminal history will be released by the department without written authorisation from the applicant who is the subject of the criminal history check. The Chairperson will only be advised by the Internal Audit Unit that the person either has a record in a given State or States, or that there is no record on file.
- 3.4 Where an applicant has a record of criminal history the Director, Internal Audit Unit will determine whether a waiver will be granted and if the applicant's appointment should proceed.
- 3.5 Where the Director, Internal Audit does not authorise the waiver of an applicant's criminal history, the Chairperson is informed that a waiver for the employee is not granted.

Appendices and Forms

Request for Security Check Form



F J Peach
Director-General

LINKS

- **OPS No. 5/97 - Recruitment and Selection**