

VERIFICATION OF QUALIFICATIONS		REQUIRED FOR:	
Independent verification of highest qualification		<ul style="list-style-type: none"> All academic positions 	
Independent verification of all academic qualifications		<ul style="list-style-type: none"> International appointments where the successful applicant has obtained their qualifications from an overseas institution 	
Certified copy of academic qualifications		<ul style="list-style-type: none"> Level 10-14 positions Professional staff positions where an academic qualification is an essential selection criteria 	
Certified copy of licence		<ul style="list-style-type: none"> Trades staff, forklift/hoist operation, diving etc. 	
WORKING WITH CHILDREN CHECK		REQUIRED FOR:	
<p>UNSW is required by law to conduct a working with children check for all employees working in "child related employment". There are three questions that determine whether the position is child-related employment:</p> <ul style="list-style-type: none"> Is the nature of the work 'employment'? Is the work in a child related setting? Does the employee need to have direct unsupervised contact with children to do their job? <p>If the answer to all these questions is "yes", the position is child-related employment.</p>		<ul style="list-style-type: none"> All positions which are within the definition of "child related employment". (See left) 	
		IDENTIFIED POSITIONS	
		<ul style="list-style-type: none"> Nura Gili winter camp programs for children/youth Childcare Workers - UNSW Early Years UNSW Sport and Recreation employees working with children – e.g. swimming coaches Faculty based educational workshops and holiday programs for children and youth e.g. GERRIC Program in the Faculty of Arts and Social Sciences Faculty of Medicine employees and volunteers who are required to work unsupervised with children Student placements in hospitals, or overseas placements or within organisations where they will be working with children 	
CRIMINAL RECORD CHECK		REQUIRED FOR:	
<p>A criminal record check involves a search of an individual's criminal record and history to determine whether there are any convictions relevant to the person's ability to perform the inherent requirements of the position.</p>		<ul style="list-style-type: none"> Senior academic and professional staff positions High risk/responsible positions Positions with a financial delegation of \$10,000 or more 	
		IDENTIFIED POSITIONS	
		<ul style="list-style-type: none"> Dean / Rector Senior Executive Department Heads Divisional Heads Head of School All employees in Procurement All employees in Legal Office All employees in Finance All employees in Security All employees in Residential Colleges All employees with a financial delegation of \$10,000 or more 	
MEDICAL CHECKS & ASSESMENT		REQUIRED IF THE INHERENT REQUIREMENTS OF THE POSITION INCLUDE:	IDENTIFIED POSITIONS
General medical assessment or health monitoring.		<ul style="list-style-type: none"> Working with carcinogens, lead Working with chemical in Schedule 14 (Work Health and Safety Regulation 2011) Scuba Diving (certificate of medical fitness) Employee's involved in construction, outdoor workers, remote workers 	<ul style="list-style-type: none"> Laboratory Staff School of BEE's, CMBB Staff Field stations Construction workers Research Fieldwork
Manual handling		<ul style="list-style-type: none"> Heavy lifting or physically demanding work on a regular basis 	<ul style="list-style-type: none"> Grounds employees Childcare employees Mortuary staff Store's on Campus(Lowy, Chemistry)
Allergy testing and lung function		<ul style="list-style-type: none"> Working with or caring for laboratory animals Working with asbestos 	<ul style="list-style-type: none"> Animal attendants Laboratory Staff
Hearing		<ul style="list-style-type: none"> Worker is frequently required to wear PPE to protect from hearing loss 	<ul style="list-style-type: none"> Technical employees FM staff, grounds
Base line serum test		<ul style="list-style-type: none"> Working with risk group 3 or 4 micro organisms or monkeys 	<ul style="list-style-type: none"> PC3 laboratory employees
Eye testing and monitoring		<ul style="list-style-type: none"> Use of lasers (Class 3 or 4) 	<ul style="list-style-type: none"> Laboratory Staff where lasers used