

Pre-Employment Checks – What you need to know

Why This Change?

ACU is introducing enhanced pre-employment checks to strengthen integrity, safety, and compliance with national standards, including the **National Higher Education Code to Prevent and Respond to Gender-Based Violence**.

What's Required Before an Offer?

All candidates must complete these checks:

- ✓ **Identity & Working Rights Verification**
- ✓ **Working with Children Check** (*where required*)
- ✓ **Foreign Interference Check**
- ✓ **Declarations Form** covering: Conflicts of Interest, Foreign Interference Risks and Gender-Based Violence Investigations or Findings

Impact on Recruitment Timelines

- **Additional step:** Pre-employment checks will happen after the hiring manager submits the preferred candidate form and before the appointment form is raised. The Talent Team will conduct these checks as part of the preferred candidate step.
- **Plan ahead:** Allow extra time. Candidates are asked to return their declarations within 48 hours. Please also allow approximately 1–7 working days for external verifications to be completed, and plan for a reasonable commencement date no sooner than 3 weeks.
- **Factor in:** Declarations may require management plans to be developed (in accordance with Declarations of Interest Policy and Procedure) and approved before the recruitment process can proceed
- **No exceptions:** Employment contracts cannot be sent without completed checks.

Your Responsibilities as a Hiring Manager

- **Inform the preferred candidate(s) early** about the requirements and that they will receive an email titled 'Next Steps – ACU Pre-employment Checks'. Candidates are informed of these requirements in the job advertisement and confirmed their agreement during the application process.
- Direct them to complete the **Declarations & Disclosure Forms** promptly. Any delays will impact the potential to be offered the role and the commencement date.
- Liaise with **your Talent Partner** if there are any questions

Policy Updates You Should Know

- **Conflict of Interest:** Panel members must declare any conflicts; those with close personal relationships to applicants cannot participate.
- **Gender-Based Violence:** Internal applicants must also declare GBV-related matters when applying for new roles.