



Parliamentary Services NSW Parliament

Pre-employment requirements

Prior to being formally offered a position, successful applicants will be required to complete the following:

1. *Health Declaration*

A Health Declaration is required to advise Parliament of any health conditions that might interfere with the ability to perform inherent job requirements and to meet the demands of the position, and to determine any reasonable requirements to adjust the workplace to enable these duties to be carried out successfully.

2. *Health Assessment*

The Parliament will engage the services of a health assessment provider to conduct any required health screens and medical examinations with regard to the specific inherent job requirements and demands identified for the position, the person's fitness to carry out these, and the principles of reasonable adjustment. Health assessments will not be used to exclude people with a disability from employment opportunities.

3. *Criminal Records Check*

Criminal records checks are conducted in accordance with the provisions of the NSW Police Service Guidelines for Criminal Record Checks, the NSW Government Personnel Handbook and the Criminal Records Act 1991. Information obtained from these checks can be a contributing factor in determining a person's suitability for placement and employment with Parliament, and their ongoing professional conduct.

4. *Qualification and Employment Checks*

Academic and professional qualifications are checked with appropriate institutions and dates of employment may be confirmed with prior employers.

5. *Evidence of permanent residency, citizenship or naturalisation*

Evidence of permanent residency, citizenship or naturalisation is required for all permanent positions within Parliament. For temporary positions, evidence of a working visa is required if the successful applicant is not a permanent resident or Australian citizen. Please note that temporary employment cannot be offered beyond the period of a valid working visa.

Please note that any false or misleading statements may result in the withdrawal of any offers of employment.