DEPARTMENT OF PARLIAMENTARY SERVICES
People & Engagement Branch

Pre-employment requirements

Members' staff and Parliamentary staff

Prior to being formally offered employment, potential employees will be required to complete the following:

1. Health Declaration

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

2. Health Assessment

The Parliament may 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. National Criminal History Records Check

The Parliament will require all potential employees recommended for employment on a temporary or ongoing basis to undergo an online National Police History Records Check.

This check will assist the Parliament in assessing any security risk potential employees may pose to the Parliament, Members and other staff.

All police checks will be conducted in accordance with the provisions of the Parliament's Criminal Records Check Policy, the NSW Government Personnel Handbook, the *NSW Criminal Records Act 1991*, the *Crimes Act 1914*, the Commonwealth Spent Convictions Scheme, and privacy and anti-discrimination legislation.

4. Qualification and Employment Checks

Academic and professional qualifications may be checked with appropriate institutions. 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 ongoing positions within Parliament and in Members' offices.

If a potential employee is not a permanent resident or Australian citizen, evidence of a valid working visa is required and the potential employee will be required to undergo an online Entitlement to Work (VISA) check. Temporary employment cannot be offered beyond the period of the valid working visa.

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