



CYRENIAN HOUSE SERVICES
318 Fitzgerald Street PERTH WA 6000

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IMPORTANT NOTICE TO ALL APPLICANTS

A pre-employment check for criminal convictions is Cyrenian House Policy.

Prior to any person being offered employment with Cyrenian House, a check for criminal convictions will be undertaken.

The names of applicants recommended for appointment (including current employees applying for appointment to another position) will be submitted to the Western Australia Police Departments' Criminal Records Unit for advice of any convictions for abuse against children at any time.

In other instances and depending on the positions being recruited, convictions for offences that have occurred in the past five years will also be checked, including:

Dishonesty, Violence, Sexual Offences, Drugs, Traffic Offences, Drink Driving/PCA or others deemed to be appropriate to the position.

A positive record check will not necessarily exclude a person from employment; however, a further interview with a member of the Cyrenian House Senior Management will be required to determine the impact a positive result will have on a possible offer of employment with Cyrenian House.

At the time of interview, applicants will be asked by the convenor of the selection panel to complete and sign an authority to undertake the criminal convictions check. The information provided will not be made available to the other selection committee members.

The authority will be held in a sealed envelope and will only be used if the selection committee recommends the individual concerned for appointment. Once an appointment has been made to the position, the remaining authorities provided by other interviewees will be destroyed.

All information provided with applications for employment is regarded as strictly confidential.