



**MERCYCARE**

Bringing compassion and justice to life

## **Information for Prospective Applicants**

### **National Police Certificates And Working with Children Checks**

Every prospective staff member including volunteers of Mercy Hospital is required to undertake a criminal screening in accordance with the ***MercyCare Policy – Criminal Screening Check***. These will be provided in the form of a National Police check and if required to work with children, a Working with Children Check (WWC).

In accordance with this Policy

**“A person recommended for appointment to a position within MercyCare must agree to a Criminal Record Check and a Working with Children Check prior to her/his appointment being confirmed and must also disclose any charges pending against her/him. A previous conviction or a pending charge on a Criminal Record Check will not necessarily preclude an offer of employment; however, a negative WWC Check will mean that person will not be offered work which is child-related.”**

A National Police check can be obtained online or through Australia Post. A WWC can be obtained through Australia Post.

Proof of certification is to be provided to a representative at MercyCare Human Resources Department for sighting and a copy taken. The cost of these certification/s are payable by the prospective applicants.

#### ***Currency***

It is acceptable for the National Police Certificate to be no more than six (6) months old however, a copy of the Certificate must be provided. A WWC Card is valid for 3 years and its validity must always be current whilst working with children.

#### ***Storage***

All National Police Certificates and WWC Checks are stored in the employees personnel file in a secure area with access to approved staff.

#### ***Policy***

A copy of the Criminal Record Screening policy is available on request.

#### ***Questions***

Should you have any further questions please contact the *Manager Human Resources* on 9370 9978. Should you need to write to us for any reason regarding either the National Police Clearance or WWC Checks, please do so addressing correspondence as follows:

*“Strictly Confidential”  
Manager Human Resources  
Mercy Hospital, Mount Lawley  
Thirlmere Road  
MOUNT LAWLEY WA 6050*