



# **PRE EMPLOYMENT POLICY**

## **Scope**

This policy applies to applicants who apply for a position at Gosnells Bowling Club (GBC) that has been identified as requiring pre-employment screening.

## **Purpose**

To outline the criteria for pre-employment screening assessments that may be applicable as part of Club's recruitment process.

## **Policy**

GBC acknowledges the importance of ensuring all employees are provided with a safe and secure workplace and is committed to:

- Promoting an ethical and professional work environment; and
- Ensuring that pre-employment screening is conducted consistently and in a non-discriminatory manner.

GBC will not employ an applicant to an identified position who does not consent to pre-employment screening. Pre-employment screening information is not to be used for any other purposes other than the purposes of the recruitment process.

## **Pre-Employment Screening**

Pre-employment screenings are assessments that may be undertaken by GBC in assessing the preferred applicant's suitability for a position. These may be necessary to assess the suitability of applicant/s who are either external to GBC or internal applicants who are applying for other roles within the Club. Assessments may include, but not limited to:

- Criminal history check;
- Drug and alcohol test;
- Right to work in Australia check; and/or
- Functional capacity evaluation screening.

## **Criminal History Check**

A National Criminal History Check is a process undertaken by the relevant state/territory police or the Australian Federal Police (for the ACT), which reveals whether a person has been charged with and/or convicted of a criminal offence which has not been removed from their record under a spent conviction scheme. Police jurisdictions then provide a NPC detailing any criminal offences, with the exception of any spent convictions.

## Drug and Alcohol Test

A pre-employment drug and alcohol test is necessary to assess the suitability of applicant/s who are not currently employed by GBC. All testing undertaken will be in accordance with the Pre-Employment Screening Procedure.

## Right to Work in Australia

GBC is obliged to ensure illegal workers are not employed. Right to Work in Australia checks will be completed as required.

## Functional Capacity Evaluation (FCE) Screening

FCE screening helps to ensure that a position will not cause or aggravate an existing injury or disease for an applicant. It may be used as one of several factors to determine the most suitable applicant to place in a specific position. The screening will be entirely relevant to the specific position requirements and any legislative obligations pertaining to specific categories of work and should be considered along with the interview, reference checks and management approval.

- Employment cannot be refused to an applicant with a disability or impairment on the basis of a screening that discloses a disability or impairment unrelated to adequate performance of the position;
- Council is obliged to make reasonable adjustments for applicants with disabilities or impairments to enable performance of genuine occupational requirements; and
- Genuine occupational requirements need to be accurately identified and considered 'reasonable' (i.e. majority of current and potential employees meet the genuine occupational requirements).

## BREACH OF POLICY

The Club has an obligation to consistently apply and enforce this policy. Likewise, employees must comply with this policy.

Any employee who breaches this policy shall be subject to counselling, training, and/or disciplinary action, which *may* include termination of employment.

## Policy Review

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

## Signature

Signed: \_\_\_\_\_  
Club President

Date: 8<sup>th</sup> April 2023

Signed: \_\_\_\_\_  
Club Secretary

Date: 8<sup>th</sup> April 2023

Next policy review date is 8<sup>th</sup> April 2024