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| **Purpose** | To ensure that appointments into positions are based on a robust and accountable process, including contractual and legislative requirements. |
| **Scope** | The process applies to all persons having participated in the recruitment processes. |

**Reference checks**

* At least 2 reference checks.
* One reference check to be from a person the job candidate has reported to.
* Reference check to be documented on the reference check list.

**Police vetting**

**Checks**

* Refer to the [guidelines](http://www.police.govt.nz/advice/businesses-and-organisations/vetting).
* Complete the [template](http://www.police.govt.nz/advice/businesses-and-organisations/police-vetting/police-vetting-forms) and process immediately.
* Do not confirm employment until police report has come back.
* Do not employ persons with a conviction of a sexual or dishonesty nature (refer to contracts).
* Check funding agreements to ascertain the requirements/conditions in regards to convictions.
* Vulnerable Children Act 2014 [offences](http://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html#DLM5501909) excluding workers from working with children.

**Within 10 days of the job interview**

**Manager/……..**

* Referees are only contacted if the applicant gave permission.
* Do not offer a job before the recruitment processes are completed and the checks done.
* In cases where the police check shows an offence not consistent with being employed by name of service the manager will be involved to develop a process to communicate this to the applicant.

**Professional registration checks**

* Check registration and practicing certificates on the professional bodies websites (examples):
  + [nurses](http://www.nursingcouncil.org.nz/)
  + [social workers](http://www.swrb.govt.nz/public-information/search-the-register)
  + [Occupational Therapist](http://www.otboard.org.nz/)
  + [Psychologists](http://www.psychologistsboard.org.nz/)
  + [DAPAANZ](http://www.dapaanz.org.nz/registered-competent-practitioners/)
* Ensure scope of practice is consistent with the position recruited into.
* Make sure adequate supervision can be provided if this is a requirement to practice.
* Refer to the Vulnerable Children Policy for additional checks.

**Before commencing employment**

**Employer and employee**

* Complete the employment agreement.

([Guideline for employment agreements](https://www.employment.govt.nz/starting-employment/employment-agreements/employment-agreement-builder/))

**Conflict of interest checks**

* Persons involved in recruitment will need to withdraw from the processes if there is a conflict of interest.
* It is unlawful to discriminate solely on the ground of marital or family status – [Human Rights Act 1993](http://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html).

# Consultation

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