Overview of Employment Suitability Screening

The Department of Home Affairs (the Department) is charged with protecting Australia’s border and managing the movement of people and goods across it. We hold a privileged place at the border and in the community, with access to secure environments, and the ability to make decisions that affect a person's safety, rights and freedoms, and Australian trade and commerce. Our work and the information we hold is valuable to organised crime syndicates, who actively try to circumvent border controls, reduce border integrity and threaten national security. Our border management activities are a significant target for criminal groups who have strong financial and other motives to infiltrate border protection agencies across the globe. Our integrity must be of the highest order and our behaviour consistent with the laws we enforce.

Within this context, the Department has developed and implemented a comprehensive employment suitability screening process which is designed to examine a range of Department-specific risk factors relevant to its personnel and other individuals who are provided with access to the Department’s resources. It is designed to provide assurance to the community that there are minimal risks associated with an individual or their circumstances which may:

- cast doubt on an individual's ability to support the Department to achieve its mission, or
- otherwise reduce the confidence the community places in the Department to maintain the integrity and security of Australia's borders.

All individuals who require non-public access to Departmental assets must undergo employment suitability screening and be granted an Employment Suitability Clearance (ESC). This document provides information that may help you complete and lodge your application for an ESC.

Contact Us

If you have questions regarding the ESC application process or its requirements, would like to arrange a confidential discussion regarding your circumstances or would like further information, please contact the Employment Suitability team at ESC@homeaffairs.gov.au or 1300 243 717.
## Contents

1. Your Obligations during the ESC Process ........................................... 4

2. Submission Process ............................................................................ 4

3. Assessment Process ........................................................................... 4

4. Consequences for Providing False and/or Misleading Information ...... 5

5. National Police History Check ............................................................
   Spent Convictions Schemes ................................................................. 6
   I have spent/old convictions, do I need to disclose these to the Department? 6

6. Statutory Declaration Requirements ....................................................
   Requirements for how a Statutory Declaration must be made ............. 7
   Authorised Witnesses before whom a Statutory Declaration can be made 7
   Further Information about Statutory Declarations .............................. 8

   Example of a Correct Statutory Declaration ........................................ 9

7. Proof of Identity Requirements ...........................................................
   Australian Citizens ............................................................................. 10
   Foreign Citizens .................................................................................. 10
   What if I cannot Provide a Required Document? .............................. 10
   Foreign Documents ............................................................................ 10
   Identity Documents do not need to be Certified ............................... 10

   Required Documents – Australian Citizens ....................................... 11

   Required Documents – Additional Evidence to Prove Australian Citizenship 12

   Examples of Acceptable Copies of Identity Documents ..................... 13
### 8. Digital Photograph Requirements

**General Requirements**

- Head Coverings
- Glasses

**Examples of an Acceptable Digital Photograph – Style Requirements**

**Example of an Acceptable Digital Photograph – Size and Quality Requirements**

### 9. Frequently Asked Questions

- I hold an OSA issued by the former Australian Customs and Border Protection Service, do I need an ESC?
- Why am I required to undergo an ESC?
- What is the difference between a Security Clearance and an ESC?
- Can someone else complete / submit my ESC Questionnaire on my behalf?
- I don’t have access to a computer / cannot access ESC Online, can I manually submit my application for an ESC?
- What happens to my personal information?
- What are the possible outcomes of the ESC process?
- What are Aftercare Arrangements?
- Can I refuse to consent to the Department undertaking particular activities?
1. Your Obligations during the ESC Process

You must fully cooperate with the Employment Suitability team during the ESC process and provide all required documentation and information within the requested timeframe.

You are obliged to tell us what you know, or reasonably suspect during your initial application and fully cooperate with the Employment Suitability team during any subsequent enquires or interviews.

Dishonesty, even regarding matters that may seem trivial or irrelevant to you, may cast doubt on your suitability to be employed by the Department or to be provided with non-public access to the Department’s assets. Dishonesty does not only include making false statements: withholding information, hiding mistakes and ignoring risks are all examples of dishonesty.

There may be serious consequences if you consciously or deliberately provide false and/or misleading information to the Department, including (but not limited to) the Department finding that you are not suitable to be granted an ESC.

If you are unsure of whether a particular fact or matter may be relevant to your ESC, please contact the Employment Suitability team at ESC@homeaffairs.gov.au or 1300 243 717 for confidential advice regarding your circumstances and disclosure requirements.

2. Submission Process

Once you have undertaken all activities specified in the ESC Submission Checklist, submit your completed ESC Questionnaire and all supporting documentation via ESC Online.

To avoid processing delays, please ensure you complete the ESC Submission Checklist prior to submitting your application for an ESC.

If you experience technical issues or have questions while completing the ESC Questionnaire, please contact the Employment Suitability team at ESC@homeaffairs.gov.au or 1300 243 717.

3. Assessment Process

The ESC process will appear similar to the security clearance process undertaken by the Australian Government Security Vetting Agency (AGSVA).

Once an ESC application is submitted, the Department will use the information provided by you to undertake relevant background checks in order to identify any factors or personal circumstances that pose an integrity risk to you or to the Department and thereby assess whether you are suitable to have non-public access to the Department’s assets. The specific risk factors which are examined during the ESC process are contained in the ESC Assessment Criteria.

The types of background checks that are undertaken by the Employment Suitability team include, for example, a national police history check, as well as inquiries to determine whether you have a history of non-compliance with any laws which the Department and its partner agencies are responsible for enforcing at the Australian border.
The Employment Suitability team will then make an assessment as to whether there are any risks associated with you or your circumstances which may cast doubt on your ability to support the Department to achieve its mission, or otherwise reduce the confidence the Australian Government and the community places in the Department to maintain the integrity and security of Australia’s borders.

A member of the Employment Suitability team may contact you to discuss your ESC application and seek further information either by phone or in person. Your participation in any such conversation is purely voluntary and you can terminate the conversation at any time or decline to answer any question. If you do not provide the information requested, your application will be assessed on the basis of the information available. You are entitled to have a support person such as a union or legal representative present during this conversation, including if you need any assistance understanding what is said – if so, you should advise the Employment Suitability team member. A written record will be made of the conversation. With your consent, an audio record of the conversation may also be made using a voice recorder. You may request a copy of any record made of the conversation.

Any information that you give should be given on the basis of what you know or suspect, and in light of the prohibition on giving false or misleading information (discussed below). Any information you give will be used in accordance with the privacy notice.

A key point to remember is that the ESC process is designed to be fair and balanced, and is not designed nor intended to punish individuals for past mistakes or indiscretions, or for issues in an individual’s life which may be outside their control. Mitigating factors may be taken into account during the ESC process – such as your intent, age and/or maturity at the time at which a matter of concern occurred.

4. Consequences for Providing False and/or Misleading Information

You will be asked to certify that all information and supporting documents you have provided to support your application for an ESC is correct.

Giving false or misleading information to the Department is a serious offence under Division 137 of the Criminal Code Act 1995 (Cth), which is punishable by a period of imprisonment of up to 12 months. This includes omitting to advise the Department of any matter or thing without which the information you provide is misleading.

Providing false or misleading information to the Department may also result in a range of adverse administrative actions being taken. These may include (but are not limited to) a finding that you are not suitable to be granted an ESC and thus not be employed by or associated with the Department, a finding that you are not suitable to hold a Commonwealth security clearance, a reduction in your classification, re-assignment of your duties, or a fine or reduction in your salary.
5. National Police History Check

A national police history check is an integral part of the assessment of your suitability. You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details to support your application for an ESC.

Information will be forwarded to the Australian Criminal Intelligence Commission and other Australian police agencies\(^1\) for checking. By signing the ESC general consent form you are consenting to these agencies accessing their records to obtain and disclose police history information that relates to you to the Department.

Police history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

Spent Convictions Schemes

The following information is provided as general guidance and is not exhaustive. The aim of Spent Convictions legislation\(^2\) is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt. Spent convictions of specific offences will be released where the check is required for certain purposes regardless of how old the convictions are. Each Australian police agency will apply the relevant Spent Convictions legislation/information release policy prior to disclosure. If you require further information or clarification please contact the individual police agencies directly for further information about their release policies and any legislation that affects them.

I have spent/old convictions, do I need to disclose these to the Department?

In certain circumstances an applicant is not required to disclose spent/old convictions. This right to not disclose varies depending upon the nature of your conviction, and the jurisdiction in which the spent convictions were recorded. The Department may, where the relevant legislation allows it, access information about spent/old convictions whether or not a prospective applicant for a position voluntarily provides this information to the Department.

If you have convictions in Victoria there is no legislative right that allows you not to disclose your conviction. All Victorian convictions must be disclosed. HA can access spent convictions under the Commonwealth

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\(^2\) Applicable Spent Convictions legislation, as amended from time to time.
Employment Suitability Clearance
Information Pack

6. Statutory Declaration Requirements

Requirements for how a Statutory Declaration must be made

The Department will only accept a statutory declaration if:

- the declaration has been witnessed by an authorised witness in accordance with the relevant legislation,
- the declaration is in the correct format,
- the declaration was signed and witnessed at the same time on the same day, and
- (If corrections are made) all corrections are ruled out (no white-out is to be used) and are initialed by both the signatory and the witness.

Authorised Witnesses before whom a Statutory Declaration can be made

A statutory declaration under the Statutory Declarations Act 1959 may be made before—

1. A person who is currently licensed or registered under a law to practise in one of the following occupations:
   - Chiropractor
   - Dentist
   - Legal practitioner
   - Medical practitioner
   - Nurse
   - Optometrist
   - Patent attorney
   - Pharmacist
   - Physiotherapist
   - Psychologist
   - Trade marks attorney
   - Veterinary surgeon

2. a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

3. A person who is in the following list:
   - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
   - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
   - Bailiff
   - Bank officer with 5 or more continuous years of service
   - Building society officer with 5 or more years of continuous service
   - Chief executive officer of a Commonwealth court
   - Clerk of a court
   - Commissioner for Affidavits
   - Commissioner for Declarations
   - Credit union officer with 5 or more years of continuous service
   - Employee of the Australian Trade Commission who is:
     - in a country or place outside Australia; and

Crimes Act 1914, and convictions recorded in South Australia, for the purposes of assessing prospective job applications because the relevant legislation allows it to do so.

You are advised to seek independent legal advice if you think that you may have a spent/old conviction and that you have a right to not disclose this conviction. Please note that people with criminal records are not automatically barred from applying for positions with the Department. Each application will be considered on its merits.
• Employee of the Commonwealth who is:
  o in a country or place outside Australia; and
  o authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
  o exercising his or her function in that place
• Fellow of the National Tax Accountants’ Association
• Finance company officer with 5 or more years of continuous service
• Holder of a statutory office not specified in another item in this list
• Judge of a court
• Justice of the Peace
• Magistrate
• Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
• Master of a court
• Member of Chartered Secretaries Australia
• Member of Engineers Australia, other than at the grade of student
• Member of the Association of Taxation and Management Accountants
• Member of the Australasian Institute of Mining and Metallurgy
• Member of the Australian Defence Force who is:
  o an officer; or
  o a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982
  with 5 or more years of continuous service; or
  o a warrant officer within the meaning of that Act
• Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
• Member of:
  o the Parliament of the Commonwealth; or
  o the Parliament of a State; or
  o a Territory legislature; or
  o a local government authority of a State or Territory
• Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
• Notary public
• Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
• Permanent employee of:
  o the Commonwealth or a Commonwealth authority; or
  o a State or Territory or a State or Territory authority; or
  o a local government authority; or
  o with 5 or more years of continuous service who is not specified in another item in this list
• Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
• Police officer
• Registrar, or Deputy Registrar, of a court
• Senior Executive Service employee of:
  o the Commonwealth or a Commonwealth authority; or
  o a State or Territory or a State or Territory authority
• Sheriff
• Sheriff’s officer
• Teacher employed on a full-time basis at a school or tertiary education institution

Further Information about Statutory Declarations

Refer to the Attorney-General’s Department website on Statutory Declarations for further information. The website also includes links to the Statutory Declarations Act 1959 and Statutory Declarations Regulations 1993.
Example of a Correct Statutory Declaration

John Citizen

6 Residential Ave, Belconnen ACT 2617

Engineer

I, (print full name):

I acknowledge that I must obtain and maintain an endorsed Employment Suitability Clearance (ESC) or FSC with Aftercare Arrangements as a precondition to being employed by the Department of Home Affairs, or otherwise provided with non-public access to the Department’s assets.

I have read the Privacy Notice and I acknowledge that my personal information will be collected and disclosed by the methods and for the purposes as indicated.

I have read the Consequences for Providing False and/or Misleading Information section of the Employment Suitability Clearance Information Pack and I acknowledge that I understand that giving false or misleading information to the Department is a serious offence.

I have read the Consequences for Providing False and/or Misleading Information section of the Employment Suitability Clearance Information Pack and I acknowledge that I understand if I give false or misleading information to the Department I may be subject to adverse administrative action.

I have read the Information Regarding the National Police History Check section of the Employment Suitability Clearance Information Pack and I acknowledge that I understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects “spent convictions” from disclosure.

I understand that, as a law enforcement agency, the position/entitlement or association with the Department for which I am being considered may be in a category for which exclusions from Spent Convictions legislation may apply.

I acknowledge that I understand that if I receive an adverse ESC, I will not be eligible to be employed by the Department or otherwise provided with non-public access to the Department’s assets.

I certify that, to the best of my knowledge, all information I have provided and that I may provide in the future to support my application for an ESC is true, accurate and complete.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

Signature (at person making the declaration)

J. Citizen

Declared at (place, day, month and year)

Belconnen on 12 of June 2016

Before me (Signature, full name, address and qualification of person before whom the declaration is made)

Sally Jones

Full Name

Unit 1 / 14 Smith Street, Belconnen ACT 2617

Address

Permanent employee of the Commonwealth with 7 years continuous service

Qualification

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.
7. Proof of Identity Requirements

Australian Citizens

If you are an Australian Citizen, you must provide the Department with the following:

- 1 x Category A Document,
- 1 x Category B Document,
- 1 x Category C Document,
- 1 x Category D Document,
- All relevant Category E Documents (if required),
- All relevant Category F Documents (if required), and
- All relevant Category G Documents (if required).

Refer to the Required Documents – Australian Citizens table (see next page) for a list of approved Category A-G documents.

Regardless of the combination of documents used:

- your name must appear on every document,
- your date of birth must appear on at least one document,
- your signature must appear on at least one document,
- your current address must appear on at least one document,
- a clear and recognisable photograph must appear on at least one document,
- all documents must be current, valid, clear and legible (scanned in colour, minimum 300 DPI), and
- you must supply a copy of both the front and back of each document.

Foreign Citizens

Contact the Employment Suitability team via ESC@homeaffairs.gov.au to discuss what documents you must provide to prove your identity.

What if I cannot Provide a Required Document?

If you are genuinely unable to provide a required document, contact the Employment Suitability team via ESC@homeaffairs.gov.au to discuss your options.

Foreign Documents

Where a required document is in a language other than English, you must provide a translation of the document from a National Accreditation Authority for Translators and Interpreters (NAATI) accredited provider, along with a copy of the original document. For further information see the NAATI website.

Identity Documents do not need to be Certified

A standard scanned copy or photocopy of your identity documents and translations will suffice, provided the copy is clear and legible. You do not need to provide certified copies of your supporting identity documents.
### Required Documents – Australian Citizens

<table>
<thead>
<tr>
<th>Category</th>
<th>Required Documents</th>
</tr>
</thead>
</table>
| Category A | Australian birth certificate<sup>3</sup>  
OR  
Australian citizenship certificate<sup>4</sup> |
| Category B | Australian passport  
OR  
Australian driver licence |
| Category C | Medicare card  
OR  
Australian Government issued proof of age card  
OR  
Employee identity card issued by an Australian Government or  
Australian State or Territory Government agency |
| Category D | One high quality digital photograph which is less than 6 months old  
which meets the Digital Photograph Requirements (see below)<sup>5</sup> |
| Category E | Evidence of a change of name such as a change of name certificate,  
deed poll, decree nisi or marriage certificate |
| Category F | Additional documents (if required) to prove you are an Australian citizen as outlined in the Required Documents – Additional Evidence to Prove Australian Citizenship flowchart (see next page) |
| Category G | Evidence of your current address if your address does not appear on a Category A-F document. Permitted documents include:  
- statement from your financial institution  
- land title notice  
- rental agreement  
- utility, telephone, mobile phone or internet bill  
- taxation notice of assessment |

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<sup>3</sup> If you were born in Australia after 20 August 1986, you may need to supply additional documents to confirm you are an Australian citizen – refer to Category F and the flowchart on the next page.

<sup>4</sup> If you were not born in Australia, you must supply a copy of your foreign birth certificate along with your Australian citizenship certificate – refer to Category F and the flowchart on the next page.

<sup>5</sup> A picture of you taken on a mobile phone camera or digital camera is acceptable, provided it meets the requirements contained in the Digital Photograph Requirements section below.
Required Documents – Additional Evidence to Prove Australian Citizenship

Were you born in Australia?
- Yes → Birth Certificate PLUS Certificate of Australian Citizenship
- No → Were you born after 20 August 1986?
  - Yes → Australian Birth Certificate
  - No →
    - Were you born after 20 August 1986?
      - Yes → An Australian Passport issued on or after 1 Jan 2000 for a period of at least two years
      - No →
        - Certificate of Australian Citizenship
        - Certificate of evidence of Australian citizenship
        - Proof of one parent’s Australian citizenship at the time of your birth
        - One parent’s Australian Birth Certificate
          - OR
            - One parent’s Australian Passport
              - OR
                - One parent’s Australian Citizenship Certificate issued before your birth
                - Proof of one parent’s Australian permanent residence at the time of your birth
                - One parent’s Passport showing a permanent entry stamp

OR

Were you born in Australia?
- Yes → Birth Certificate PLUS Certificate of Australian Citizenship
- No → Australian Birth Certificate

OR

Were you born after 20 August 1986?
- Yes → An Australian Passport issued on or after 1 Jan 2000 for a period of at least two years
- No →
  - Were you born after 20 August 1986?
    - Yes → An Australian Passport issued on or after 1 Jan 2000 for a period of at least two years
    - No →
      - Certificate of Australian Citizenship
      - Certificate of evidence of Australian citizenship
      - Proof of one parent’s Australian citizenship at the time of your birth
      - One parent’s Australian Birth Certificate
        - OR
          - One parent’s Australian Passport
            - OR
              - One parent’s Australian Citizenship Certificate issued before your birth
              - Proof of one parent’s Australian permanent residence at the time of your birth
              - One parent’s Passport showing a permanent entry stamp
Examples of Acceptable Copies of Identity Documents

All copies of your identity documents must be clear and legible, similar to the examples below. To ensure your documents are of acceptable quality, they should be copied in colour and at a minimum of a 300DPI resolution.
8. Digital Photograph Requirements

Each application for an ESC must be accompanied by a high quality digital photograph. The photograph must be no more than 6 months old and show you as you currently appear. Pictures taken on a mobile phone or digital camera are acceptable, provided they meet the requirements below.

The photograph must be an image file (for example, in JPEG format).

General Requirements

Your photograph must:

- be taken on a plain, light-coloured background (e.g. cream or white),
- have appropriate brightness and contrast showing your skin tones naturally,
- have uniform lighting (no shadows across or behind the face),
- be a clear and sharply focused image, and
- be of a reasonable size and quality (e.g. 800 x 600 pixels or higher).

The photograph must also:

- be taken with a neutral expression and your mouth closed (not laughing or frowning,
- show your shoulders square on (not looking over shoulder),
- show your face looking straight at the camera, not tilted sideways or up or down,
- show the edges of your face (hair out of face),
- show your eyes open and clearly visible, (nothing obscuring eyes, including hair),
- not show any shadows or ‘red eye’,
- not show any reflections on glasses or face,
- have no ink or other marks, and
- show no head coverings (except for religious purposes).

Head Coverings

The photograph must show you without any hat or other head covering. However, if you wear a head covering for religious reasons we will accept a photograph of you wearing it, but your facial features from the bottom of the chin to the top of the forehead and both edges of your face must be clearly shown.

Glasses

It is preferable that you do not wear your glasses in your photo. However, you may do so if you wish. If you do choose to wear glasses:

- they must show your eyes clearly,
- there should be no flash reflection off the glasses,
- lenses should not be tinted,
- heavy framed glasses should not be worn, and

frames should not cover any part of your eyes.
Examples of an Acceptable Digital Photograph – Style Requirements

Example of an Acceptable Digital Photograph – Size and Quality Requirements

As per the example below, the digital photograph you submit must be of a reasonable size and quality (e.g. 800 x 600 pixels or higher).
9. Frequently Asked Questions

I hold an OSA issued by the former Australian Customs and Border Protection Service, do I need an ESC?

If you already hold an Organisational Suitability Assessment (OSA) issued by the former Australian Customs and Border Protection Service, you will be deemed to hold an ESC and will not be expected to undertake the ESC process again unless directed to do so by the Employment Suitability team.

Why am I required to undergo an ESC?

It is the Department’s policy that any individual who requires non-public access to the Department’s assets (such as its information, systems or premises) as part of their role must first obtain both:

- a granted Employment Suitability Clearance (ESC), and
- a minimum BASELINE security clearance.

This requirement applies to all Department and ABF employees as well as all Senior Executives, personnel from other public service agencies and statutory authorities, consultants and contractors.

What is the difference between a Security Clearance and an ESC?

The security clearance and ESC complement each other. Combined, they provide the Secretary of the Department with confidence that an individual is suitable to be employed by the Department or to be provided with non-public access to its assets. The table below summarises the purpose of, and risk factors examined during, the two clearance processes.

<table>
<thead>
<tr>
<th>Security Clearance</th>
<th>Employment Suitability Clearance</th>
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<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Provides the Australian Government with assurance that an individual can protect Australian Government security classified resources by assessing whether an individual possesses and demonstrates the following character traits: honesty, trustworthiness, maturity, tolerance, resilience and loyalty.</td>
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<tr>
<td></td>
<td>Provides the community with assurance that there are no risks associated with an individual or their circumstances which may:</td>
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<tr>
<td></td>
<td>- cast doubt on an individual’s ability to support the Department to achieve its mission, or</td>
</tr>
<tr>
<td></td>
<td>- otherwise reduce the confidence the community places in the Department to maintain the integrity and security of Australia’s borders.</td>
</tr>
<tr>
<td><strong>Risk Factors Examined</strong></td>
<td>Associations and conflicts of interest</td>
</tr>
<tr>
<td></td>
<td>criminal history and/or involvement in criminal or illegal activities</td>
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<tr>
<td></td>
<td>compliance with border-related laws</td>
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<td></td>
<td>drug use</td>
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<td>compliance with the APS Values, Employment Principles and Code of Conduct</td>
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<td>dishonesty in the ESC process</td>
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<td>cumulative impact of multiple risk factors</td>
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<td>external loyalties, influences and associations</td>
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<td></td>
<td>personal relationships and conduct</td>
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<td>financial considerations</td>
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<td>alcohol and drug usage</td>
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<td></td>
<td>criminal history and conduct</td>
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<tr>
<td></td>
<td>security attitudes and violations</td>
</tr>
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<td></td>
<td>mental health disorders</td>
</tr>
</tbody>
</table>
Can someone else complete / submit my ESC Questionnaire on my behalf?

Unless you have a genuine need for assistance, it is expected that you will complete and submit your ESC Questionnaire by yourself. This is designed to limit the potential for third parties to submit incorrect information on behalf of an applicant or to provide the applicant with incorrect advice throughout the process, which may have an impact on the outcome of the ESC.

Applicants with a genuine need for assistance may include those who hold mental or physical disabilities and/or those with language or comprehension barriers. To discuss the alternate arrangements available to assist with the completion of the ESC Questionnaire, please contact the Employment Suitability team directly at ESC@homeaffairs.gov.au or on 1300 243 717 to arrange the appropriate services.

I don’t have access to a computer / cannot access ESC Online, can I manually submit my application for an ESC?

If you are genuinely unable to access a computer or have technical difficulties in accessing ESC Online, please contact the Employment Suitability team at ESC@homeaffairs.gov.au or 1300 243 717 to discuss your submission options.

What happens to my personal information?

At all times, your personal information will be collected, used, stored and disclosed in accordance with the Australian Privacy Principles in Schedule 1 of the Privacy Act 1988.

What are the possible outcomes of the ESC process?

Subject to the outcome of any applicable review and appeal mechanisms, there are three possible outcomes which may occur as a result of the employment suitability screening process:

- a decision that you are suitable to be employed by the Department or provided with non-public access to Departmental assets – which will result in you being granted an ESC
- a decision that you are suitable to be employed by the Department or provided with non-public access to Departmental assets, however there is a risk associated with you or your circumstances which requires ongoing monitoring or management – which will result in you being granted a conditional ESC and being placed on an Aftercare Arrangement, or
- a decision that you are not suitable to be employed by the Department or provided with non-public access to Departmental assets – which will result in you being not granted an ESC.

What are Aftercare Arrangements?

Aftercare Arrangements are designed to manage and/or mitigate any risks to the Department or an individual which may be identified during an employment suitability screening process. Aftercare Arrangements may be used as an alternative to the decision maker not granting an ESC in circumstances where risks identified during an employment suitability screening process can be adequately and cost effectively mitigated or managed. Aftercare Arrangements may include, for example, a requirement for you to participate in specific activities, such as reporting contact with particular individuals who may pose some risk to you or the Australian border.
Can I refuse to consent to the Department undertaking particular activities?

The Department collects your personal information and the personal information of third parties associated with you for the purposes of assessing and determining your application for, and ongoing eligibility to maintain, an ESC.

When you undergo a Commonwealth security clearance, you are required by the AGSVA to provide ‘general consent’ for a variety of checks and inquiries to occur. The consent which you provide during the ESC process is similar to the type of consent you provide to the AGSVA during the security clearance process.

Failure to provide consent or to provide your personal information or the information requested about third parties associated with you will result in the Department being unable to make a determination as to your entitlement to hold, or maintain, an ESC and may result in you not being eligible to have non-public access to the Department’s assets.