



**For Official Use Only**

# ESC Submission Checklist

## Online Submission Process via ESC Online

<input checked="" type="checkbox"/>	ESC Submission Checklist
<input type="checkbox"/>	1. Read the ESC Information Pack and all relevant ESC / integrity policy documents
<input type="checkbox"/>	2. Print, read and sign/initial supporting documents: a. <u>Privacy Notice and General Consent</u> b. <u>Drug Acknowledgement Form</u> (Once signed/initialled, scan into PDF format ready for submission)
<input type="checkbox"/>	3. Print, read and sign the <u>Statutory Declaration</u> in front of a qualified witness (Once signed/witnessed, scan into PDF format ready for submission)
<input type="checkbox"/>	4. Scan acceptable colour copies of all required proof of identity documents
<input type="checkbox"/>	5. Scan any other supporting documents as required
<input type="checkbox"/>	6. Ensure all documents for upload are correctly named
<input type="checkbox"/>	7. Log into ESC Online
<input type="checkbox"/>	8. Upload your supporting documents and complete the ESC Questionnaire
<input type="checkbox"/>	9. Submit your completed ESC and supporting documents via ESC Online

## Contact Us

If you have questions regarding the ESC application process or its requirements, or require technical assistance with using ESC Online, contact the Employment Suitability team at [ESC@homeaffairs.gov.au](mailto:ESC@homeaffairs.gov.au) or 1300 243 717.

**For Official Use Only**

# ESC Submission Requirements

## 1. Read the ESC information pack and relevant policy documents

These documents outline information surrounding the ESC process, your obligations, our responsibilities and the process and criteria the ESC team follows while undertaking assessments.

- The [Employment Suitability Clearance Information Pack](#) contains important information you need to know, and will assist you with completing and lodging your application for an ESC.
- The [Employment Suitability Screening Policy](#) outlines the employment suitability screening framework and requirements within the Department.
- The [Employment Suitability Screening Process](#) outlines the employment suitability screening process.
- The [Employment Suitability Clearance Assessment Criteria](#) outlines the risk factors assessed during the Department's employment suitability screening process and which may be taken into consideration when determining if an individual should be granted an ESC.
- The [Drug and Alcohol Policy](#) outlines the Department's position on drugs and alcohol in the workplace, including the requirements of the drug and alcohol testing program within the Department.
- The [Declarable Associations Policy](#) provides guidance on the requirement to report declarable associations.
- The [Employment Suitability and Security Screening Secretary Directions](#) outlines the requirement for Immigration and Border Protection Workers to comply with certain integrity measures under the HA Integrity Framework related to employment suitability and suitability screening.

## 2. General Consent, Privacy Notice and Drug Acknowledgement Form

The [Privacy Notice and General Consent](#) and [Drug Acknowledgement](#) form will need to be printed and completed prior to submitting your application for an ESC. Ensure the documents are signed and initialled in the allocated spaces as marked on these forms.

Once signed/initialled, you will need to scan all of these documents as they must be supplied to support your application for an ESC.

## 3. Statutory Declaration

The [Statutory Declaration](#) will need to be printed out and completed prior to submitting your application for an ESC.

### **Make sure when you complete the Statutory Declaration:**

- it is witnessed by an authorised witness,
- it is signed and witnessed at the same time and on the same day,
- all corrections are ruled out (no white-out is to be used) and are initialled by both you and the witness.

If your Statutory Declaration is not correct, the ESC team will contact you to provide a new copy and your ESC will not be processed until this is received.

For further information – see the Statutory Declaration Guidelines section of the [ESC Information Pack](#).

Once signed/initialled and correctly witnessed, you will need to scan this document as it must be supplied to support your application for an ESC.

## **4. Proof of Identity**

The identity verification of an applicant is a component of the ESC which is undertaken before an assessment can begin. To assist with this process you must provide the Department with a combination of Category A-G identity documents which satisfy the criteria outlined below. A full list of acceptable documents for each category can be found in the [ESC Information Pack](#).

### **Australian Citizens 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).

### **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 300DPI),
- both sides of the document must be provided.

Foreign Citizens and anyone genuinely unable to provide a required document should contact the Employment Suitability team via [ESC@homeaffairs.gov.au](mailto:ESC@homeaffairs.gov.au) to discuss which alternate documents you must provide to prove your identity.

### **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.

### **Digital photograph**

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.

Your photograph must:

- be an image file (for example, in JPEG format).
- 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).

For further information – see Section 8 and 9 of the [ESC Information Pack](#) for all Proof of Identity and *Digital Photograph Requirements*.

## 5. Other Supporting Documents

In addition to the documents referred to above, you may also be required to supply other documents to support your application for an ESC. These may include, for example, evidence to support or corroborate particular claims or declarations you make during the ESC application process.

## 6. Document Naming Conventions

All documents uploaded via ESC Online must be named in accordance with the naming convention of **Surname, Given Name(s) – ESC [document type]**. For example:

- CITIZEN, John – ESC Privacy and General Consent
- CITIZEN, John – ESC Drug Acknowledgement
- CITIZEN, John – ESC Birth Certificate
- CITIZEN, John – ESC General Consent

## 7. Logging onto ESC Online

You will receive an email (see example below) containing instructions for logging onto ESC Online.

Dear [Applicant Name]

This email has been sent to advise you that you have been invited to register for an ESC Online Account so that you may complete your Online Employment Suitability Clearance form.

In order for your ESC Online account to be created, we need you to provide additional information that will be used to verify your identity when you use the ESC Online self-service (such as retrieving a forgotten username).

Select the following link to create your ESC Online Account:  
[<https://online.immi.gov.au/lusc/invitation?id=xxxx-xxxxx-xxxxx-xxxx>]

Please note that this link is only valid for 7 Days. Once the link has expired, you will need to request a reset from ESC Support and provide your:

- Case Number (found in the subject line)
- Full Name
- Email address

Phone: 1300 243 717  
Email: [ESC@homeaffairs.gov.au](mailto:ESC@homeaffairs.gov.au)

### Overview

Employment suitability screening is a process used by the Department of Home Affairs (the Department) to assess whether an individual is suitable, from an integrity and character perspective, to have non-public access to the Department's assets such as its information, systems or premises.

### Further Information

Should you have any questions or require further information, please contact [ESC@homeaffairs.gov.au](mailto:ESC@homeaffairs.gov.au).  
Kind regards

### Employment Suitability

Employment Suitability | Integrity and Professional Standards Branch  
Integrity, Security and Assurance Division | Corporate Group  
Department of Home Affairs

P: 1300 243 717  
E: [ESC@homeaffairs.gov.au](mailto:ESC@homeaffairs.gov.au)

## **8. Completing the ESC Questionnaire**

The ESC Questionnaire contains questions regarding you and your associates and must be completed to support your application for an ESC. You are obliged to tell us what you know, or reasonably suspect when completing the ESC Questionnaire. 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.

If you are unsure of whether a particular fact or matter may be relevant, require assistance throughout the ESC process or have general enquires, comments and feedback, please contact the Employment Suitability team for a confidential discussion regarding your circumstances at [ESC@homeaffairs.gov.au](mailto:ESC@homeaffairs.gov.au) or 1300 243 717.

The following information will assist you to correctly complete the ESC Questionnaire.

### **Other names**

You must specify all names you currently use (or have previously used) to identify yourself – regardless of whether you have legally changed your name. If you have legally changed your name you must however attach evidence of your name change.

If you currently use (or have previously used) a shortened version of your name, an informal name or a nickname to identify yourself, you will need to specify this as a preferred name or nickname (as appropriate) along with a description of where and how the name is/was used.

If you currently use (or have previously used) a false or fictitious name or a pseudonym you should specify this as an alias along with a description of where and how the name is/was use. However, you do not need to disclose any identities which you are prohibited by law from disclosing (for example, if you use a lawfully acquired assumed identity in the course of your official duties).

### **Residential address history**

You will need to provide your residential address history for the past 10 years, including your current address. If you are unsure of exact dates, you can round to the nearest month. If you are currently residing (or have previously resided) at more than one address at any given time (for example, if you live at one address during the week and another on the weekend), you must specify both addresses for the relevant time period.

Please do not leave any gaps larger than one month in your residential address history. If you did not have a fixed address for more than one month at any point in the past 10 years (for example, if you were backpacking/travelling overseas for an extended period with no fixed address) you must specify this as a gap in your address history.

### **Third party information**

The Department collects information about third parties associated with you for the purpose of determining and assessing whether you have any associations or circumstances that may have an impact on the integrity or security of the Department's resources, such as the Department's information, systems, premises or staff.

If the third party whose information is being collected would like further information in relation to how the Department handles personal information, they can refer to the Department's privacy policy or contact the Department's Privacy Contact Officer.

You will need to provide details of the person who you identify as your primary partner or spouse, regardless of whether they live with you. If you have more than one partner/spouse, you will have an opportunity to specify any secondary partners/spouses as well.

## For Official Use Only

You must specify at least parent or guardian. In addition to your biological parents, if you have significant parental figures in your life, such as step parents, foster parents and/or parental guardians, you must specify this as well. If you do not know the identity of your biological parents, you will need to specify the individual or individuals who performed a parental role in your life.

You must provide details about all people who live with you (aged over 18 years), as well as any other partners or spouses regardless of their age and regardless of whether they live with you.

### Drug Usage

You must declare your use of illicit drugs, as well as your use of a range of other substances such as steroids, inhalants, 'legal highs' or prescription medications (if you have consumed any prescription medications for a non-medical or non-prescribed purpose).

You must declare all drug use, regardless of the form or method of consumption. This includes 'one off' or 'experimental' usage, regardless of when, where or how the usage occurred. If you have unintentionally consumed illicit drugs (e.g. you have been the victim of drink spiking) you will also be required to declare this. You must specify each substance as well as the year of first use, month and year of last use and the number of times used. If you are unsure, please approximate these values and enter any supporting comments as required.

For the purposes of the ESC Questionnaire, the Department defines drugs to include:

- Marijuana (including herbal, oil or resin/hashish)
- Cocaine
- Heroin
- LSD
- 'Magic' Mushrooms
- Ecstasy (MDMA)
- Ketamine
- GHB e.g. fantasy as well as GBL and 1,4-BD.
- Amphetamine or Methamphetamine (e.g. speed, ice, base, pills.)
- Inhalants (e.g. glue, petrol, 'poppers'.)
- Steroids or other performance/image enhancing drugs (if consumed for a non-prescribed or non-medical purpose)
- Pharmaceutical products/prescription medications (if consumed for a non-prescribed or non-medical purpose)
- Anti-anxiety, sedatives, sleeping pills or ADHD medication (if consumed for a non-prescribed or non-medical purpose)
- Painkillers (if consumed for a non-medical or non-prescribed purpose)
- Drug analogues and other new psychoactive substances (e.g. mephedrone, 'spice' or other synthetic marijuana products.)
- Legal highs (substances marketed as 'natural' or 'herbal' alternatives to illicit drugs and/or intended to mimic the effect of illicit drugs – regardless of whether they are legal or not)
- Any other prescription drug or substance taken for any non-medical reason
- Other drugs or substances taken to produce a 'high' or other psychoactive effect

### Social media presence

You must declare all social media accounts you hold such as Facebook, Twitter, Instagram and LinkedIn accounts.