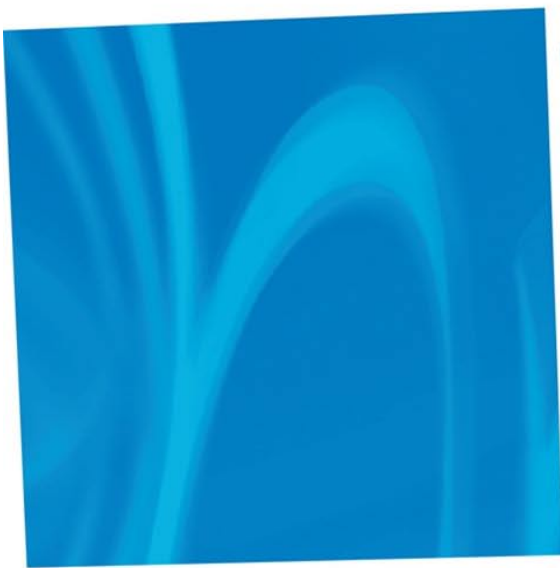


Human Resources

Police Records On-line Checking System User Manual



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POLICE RECORDS ONLINE CHECKING SYSTEM USER MANUAL

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INTRODUCTION

This User Manual for the Department of Education and Early Childhood Development Police Records Online Checking System (PROCS) gives detailed instructions for completing and submitting an electronic Consent to Perform a National Police Record Check to the CrimTrac Agency via the internet.

This User Manual is intended for school principals, managers and suitably authorised administration employees who are involved in completing and submitting the electronic Consent to Perform a National Police Record Check.

The Electronic Consent to Perform a National Police Record Check application was developed by the Conduct and Ethics Branch and is designed to run using Microsoft's Internet Explorer version 8 or above, on a PC with a Windows (XP, Vista or 7) operating system.

You will be informed if you do not have the appropriate version or if you have an incompatible browser. To check the version of your browser, click on "Help" at the top of the page and then click on "About Internet Explorer". This will tell you what version of the program you are using.

The Consent to Perform a National Police Record Check comprises 3 Screen Views:

1. New Police Check
 - Employment Details
 - Applicant Details Entry
 - Print Preview
 - Submit and Print
2. Review/Amend/Delete Previous Application.
3. Search for final correspondence.

You may choose to print the forms so the school principal can retain the information in the applicant's personal file. Once you have submitted the Consent to Perform a National Police Record Check you have the facility to review/amend an application before 12.00 noon on the day it was submitted.

Logging on to the National Police Check Home Page

1. This facility is only available to school principals and other authorised users using their normal existing employee number and Password.
2. To delegate or gain access to this facility you must contact the Manager Conduct and Ethics Branch on (03) 9637 2594.
3. Open Microsoft Internet Explorer.

4. Type "<https://www.eduweb.vic.gov.au/PROCS/>" into the 'Address' bar at the top of the screen.
5. Press 'Enter' or the 'Go' button at the top of the screen. This will take you to the Police Records Online Checking System home page (pictured below).

Human Resources

Home | Conduct & Ethics Home

Your Details: 08464903 | Rowe, Amanda K | Conduct and Ethics

Hiring Manager - Main Menu

New application

[New police check](#)
[Review/amend/delete previous applications](#)
[Search for final correspondence](#)

■ Contact: [HRWeb](#)
■ Website Created on: March 12, 2003
■ Page Last Updated: June 10, 2011

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Navigation and Menu Options

Depending on your computer screen set-up, some of the forms are longer than can be displayed on your screen so you will need to “scroll” down to view all of the details contained on the forms.

‘Menu Options’ are generally displayed as underlined text or buttons. Clicking on the underlined text or button menu option allows you to select that option.

The following is a description of some of the menu options:

- New Police Check – initiates a new registration to be completed by the hiring manager.
- Review/Amend/Delete Previous Applications – allows you to review/amend and change or delete a submitted application (prior to 12.00 noon of day submitted).
- Continue Applications (button) – validates the Employee Number where applicable and presents the Applicant Details screen.
- Preview Summary Application (button) allows you to print and visually check the details against the applicant’s written consent form.
- Back to Main Menu (button) – takes you to the home page, where you commenced.
- Home - takes you to the home page, where you commenced.

INITIATE A POLICE RECORDS CHECK

This page is available for hiring managers to initiate a Police Record Check or Review/Amend/Delete Previous Applications or to search for final correspondence.

Select New Police Check from the menu item

The following form will be displayed.

The screenshot shows the top navigation bar of the Human Resources website. It includes the logo, a navigation menu with 'Home | Conduct & Ethics Home', and user details: 'Your Details: 08464903 | Rowe, Amanda K | Conduct and Ethics'. Below this is a 'Hiring Manager - Main Menu' section with a 'New application' link. Under 'New application', there are three sub-links: 'New police check', 'Review/amend/delete previous applications', and 'Search for final correspondence'. At the bottom, there is contact information for HRWeb, website creation and update dates, and copyright information for the State of Victoria.

Select Category, Type and Position

The screenshot displays the 'Employment Details' form. It features a header with the Human Resources logo and navigation links. A central instruction reads: 'To commence a new application, complete the details below. (Screen 1 of 2)'. A red warning message states: 'Criminal records checks for teachers are conducted through the VIT not through DEECD. If applications are entered they cannot be processed and schools will be charged. Queries can be directed to Conduct and Ethics Branch on 96372594.' The form fields include: 'Employee Number (if known)' (text input), '*Employment Category' (dropdown), '*Employment Type' (dropdown), and '*Employment Positions' (multi-select dropdown). A note indicates that mandatory fields are marked with an asterisk and that multiple positions can be selected using the Ctrl key. A 'Continue Application' button is located at the bottom of the form.

To commence a new application, complete the details below. (Screen 1 of 2)

Criminal records checks for teachers are conducted through the VIT not through DEECD. If applications are entered they cannot be processed and schools will be charged. Queries can be directed to Conduct and Ethics Branch on 96372594.

Employment Details

Note: * Mandatory fields

Employee Number (if known)

*Employment Category

*Employment Type

*Employment Positions

(You can select more than one item in the list by holding down the Ctrl key while selecting the items)

- New Employee
- Licensee/Nominee
- Volunteer
- Promotion
- Transfer
- Board Member
- Basketball Coach
- Board Member
- Bus Chaperon

Continue Application

To commence a new application, complete the details below. (Screen 1 of 2)

Criminal records checks for teachers are conducted through the VIT not through DEECD. If applications are entered they cannot be processed and schools will be charged. Queries can be directed to Conduct and Ethics Branch on 96372594.

Employment Details

Note: * Mandatory fields

Employee Number (if known)

*Employment Category

*Employment Type

*Employment Positions

(You can select more than one item in the list by holding down the Ctrl key while selecting the items)

- DEECD Employee (HRMS)
- Consultant/Contractor
- School Council
- Authorised Officer VRQA
- Basketball Coach
- Board Member
- Bus Chaperon

Continue Application

To commence a new application, complete the details below. (Screen 1 of 2)

Criminal records checks for teachers are conducted through the VIT not through DEECD. If applications are entered they cannot be processed and schools will be charged. Queries can be directed to Conduct and Ethics Branch on 96372594.

Employment Details

Note: * Mandatory fields

Employee Number (if known)

*Employment Category

New Employee

*Employment Type

DEECD Employee (HRMS)

*Employment Positions

(You can select more than one item in the list by holding down the Ctrl key while selecting the items)

- Administration Officer
- After Care Officer
- Artist in Residence
- Assistant Regional Director
- Authorised Officer VRQA
- Basketball Coach
- Board Member
- Bus Chaperon

Continue Application

Process for inputting Employment Details

Where an Employee Number is available this should be entered. The Employee Number must be 8 characters.

Category - Allows selection of one of the following:

- New Employee
- Licensee/Nominee
- Volunteer
- Promotion
- Transfer
- Board Member

Type - Allows selection of one of the following:

- DE&T Employee (HRMS)
- Contractor/Consultant
- School Council

Position - Allows one or multiple of numerous positions such as:

- Teacher Aide
- Victorian Public Servant
- Canteen Officer

- Casual Replacement Teacher Assistant
- First Aid Officer
- Tutor
- Volunteer
- Cleaner
- Maintenance Officer
- After Care Officer
- Gardener
- Executive Officer
- Other

Employment Details – Notations

Where an Employee Number (and related information) is recognised as an applicant unsuitable for employment (by the eduPay payroll) a notice will be presented and you will not be able to submit this application. The selection of 'New Employee' & 'Teacher' is unavailable because all approved teachers have a valid Police Record Check through the Victorian Institute of Teaching (V.I.T.) and should not need to undergo a second police record check.

Complete Applicant details information entry

A (red)* indicates that information must be provided.

Please complete the details below. (Screen 2 of 2)

Due to Privacy issues, if you have entered the Drivers Licence, Firearms Licence or Passport Number previously you will need to re-enter it again every single time you access this page. For more information, go to [Drivers Licence - Firearm - Passport](#) section.

Employment Details

| | | | |
|---------------------------|--------------|------------------------------|------------------------|
| Employee Number: | Unknown | Employee Type: | DEECD Employee (HRMS) |
| Employee Category: | New Employee | Employment Positions: | Administration Officer |

Note: * Mandatory fields

Contact Details (For Conduct & Ethics Branch Response)

| | | | |
|-------------------|----------------------------------|-----------------------------|--------------------------------|
| *Name: | Rowe, Amanda K | *Address: | Ground Floor, 2 Treasury Place |
| *Locality: | East Melbourne | *Postcode: | 3002 |
| *Email: | rowe.amanda.k@edumail.vic.gov.au | back to top | |

Applicant's Current Details

| | | | |
|-----------------------------|----------------------|---------------------------|--|
| *Surname: | <input type="text"/> | *Date of Birth: | <input type="text"/> <input type="text"/> <input type="text"/> |
| *First Name: | <input type="text"/> | *Country of Birth: | <input type="text"/> |
| Second Name: | <input type="text"/> | Suburb/Town: | <input type="text"/> Mandatory if country is Australia |
| *Gender: | <input type="text"/> | *State: | <input type="text"/> Mandatory if country is Australia |
| | | Telephone: | <input type="text"/> |
| back to top | | | |

Applicant's Residential Details

| | | | |
|-----------------------------|----------------------|-----------------------|----------------------|
| Unit Number: | <input type="text"/> | Street Number: | <input type="text"/> |
| *Street Name: | <input type="text"/> | *Locality: | <input type="text"/> |
| *State: | <input type="text"/> | *Post Code: | <input type="text"/> |
| back to top | | | |

Contact Details – Notations

Contact Details are used to nominate the hiring manger/principal or other recipient to whom the Police Record Check results/outcome is to be sent by the Conduct and Ethics Branch. The Contact Details displayed will always be the principal of the school/corporate user initiating the Police Record Check. The Contact Details can be changed where it is essential that either the School Council President or the Contractor (hiring this person) must be contacted in regard to this person’s employment.

| Applicant's Previous or Alternative Name Details - 1 | | | |
|---|----------------------|----------------|----------------------|
| Surname: | <input type="text"/> | First Name: | <input type="text"/> |
| Second Name: | <input type="text"/> | Type of name: | <input type="text"/> |
| back to top | | | |
| Applicant's Previous or Alternative Name Details - 2 | | | |
| Surname: | <input type="text"/> | First Name: | <input type="text"/> |
| Second Name: | <input type="text"/> | Type of name: | <input type="text"/> |
| back to top | | | |
| Applicant's Previous or Alternative Address Details - 1 | | | |
| Unit Number: | <input type="text"/> | Street Number: | <input type="text"/> |
| Street Name: | <input type="text"/> | Locality: | <input type="text"/> |
| Post Code: | <input type="text"/> | State: | <input type="text"/> |
| | | Country: | <input type="text"/> |
| back to top | | | |
| Applicant's Previous or Alternative Address Details - 2 | | | |
| Unit Number: | <input type="text"/> | Street Number: | <input type="text"/> |
| Street Name: | <input type="text"/> | Locality: | <input type="text"/> |
| Post Code: | <input type="text"/> | State: | <input type="text"/> |
| | | Country: | <input type="text"/> |
| back to top | | | |
| Applicant's Previous or Alternative Address Details - 3 | | | |
| Unit Number: | <input type="text"/> | Street Number: | <input type="text"/> |
| Street Name: | <input type="text"/> | Locality: | <input type="text"/> |
| Post Code: | <input type="text"/> | State: | <input type="text"/> |
| | | Country: | <input type="text"/> |
| back to top | | | |
| Applicant's Previous or Alternative Address Details - 4 | | | |
| Unit Number: | <input type="text"/> | Street Number: | <input type="text"/> |
| Street Name: | <input type="text"/> | Locality: | <input type="text"/> |
| | | | <input type="text"/> |

Applicant's Current Details – Notations

This information must be taken directly from the applicant’s Consent to Check and Release National Police Record Form.

Applicant's Residential Details – Notations

This information must be taken directly from the applicant’s Consent to Check and Release National Police Record Form.

Applicant's Previous or Alternative Name Details – Notations

This information must be taken directly from the applicant's Consent to Check and Release National Police Record Form. There are fields for up to two (2) Previous or Alternative Name Details. All information provided on the applicant's Consent to Check and Release National Police Record Form must be included in the provided fields.

Applicant's Previous or Alternative Address Details – Notations

This information must be taken directly from the applicant's Consent to Check and Release National Police Record Form. There are fields for up to four (4) Previous or Alternative Address Details. All information provided on the applicant's Consent to Check and Release National Police Record Form must be included in the provided fields.

Applicant's Drivers Licence, Firearm Licence, Passport Details – Notations

This information must be taken directly from the applicant's Consent to Check and Release National Police Record Form.

- Privacy prohibits the display of Driver Licence, Firearm Licence and Passport numbers, these are displayed as *.
- You will be asked to enter these details twice to verify the correct information has been entered.
- Where you choose the 'back to previous button' or 'recall' an application, Driver Licence, Firearm Licence and Passport numbers are deleted and you must re-enter them.
- Where you fail to enter these details correctly, an error message (see below) will appear.

Applicant's Drivers Licence - Firearm - Passport

Due to Privacy issues, if you have entered the Drivers Licence, Firearms Licence or Passport Number previously you will need to re-enter it again every single time you access this page.

| | | | |
|--------------------------|----------------------|-------------------------------|----------------------|
| Drivers Licence Number: | <input type="text"/> | Re-type Drivers Licence No.: | <input type="text"/> |
| State of Issue: | <input type="text"/> | | |
| Firearms Licence Number: | <input type="text"/> | Re-type Firearms Licence No.: | <input type="text"/> |
| State of Issue: | <input type="text"/> | | |
| Passport Number: | <input type="text"/> | Re-type Passport No.: | <input type="text"/> |
| Country of Issue: | <input type="text"/> | Type | <input type="text"/> |

[back to top](#)

Applicant's Checklist

- *1. Have you any criminal charges pending before a Court? Yes No
- *2. Do you have any convictions, findings of guilt and/or pending charges against you in the state of Victoria? Yes No
- *3. Do you have any convictions, findings of guilt and/or pending charges against you in any other Australian State or Territory? Yes No
- *4. Do you have any convictions, findings of guilt and/or pending charges against you for Commonwealth offences? Yes No

[back to top](#)

Applicant's National Police Records - Checklist

- *1. Have you sighted the applicant's Drivers/Firearms Licence? Yes No
- *2. Has the '100 Point Check' been completed? Yes No
- *3. Passport and/or Birth Certificate? Yes No
- *4. Has the signature been witnessed and dated? Yes No
- *5. Has a copy been placed on the applicant's file? Yes No
- *6. Has the applicant signed the 'Consent To Check and Release National Police Record' form? Yes No

[back to top](#)

Applicant's Checklist Details – Notations

This information must be taken directly from the applicant's Consent to Check and Release National Police Record Form.

Applicant's National Police Records – Checklist – Notations

This has been provided as assistance to the principal to verify the process has been followed.

Conduct and Ethics Special Consideration –Notations

Situations may arise where the principal may need to discuss issues with the Manager Conduct and Ethics as part of the 'suitability' for employment process. Where the principal wishes to be consulted prior to the police records check application being processed, this box should be ticked as 'Yes'.

Conduct & Ethics Special Consideration

Do you require the Conduct and Ethics Branch to telephone you to discuss this application for a criminal record check prior to the results being released? Yes No

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■ **Contact:** [HRWeb](#)
 ■ **Website Created on:** March 12, 2003
 ■ **Page Last Updated:** June 10, 2011

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Where there is no requirement for consultation by the Conduct and Ethics Branch users must ensure to tick the 'no' box.

List of Errors – Notations

Where you fail to enter information in mandatory fields or the drivers/firearm or passport numbers fail to be validated correctly – a list of errors appears at the top of the page when you attempt to 'submit'.

The errors are self explanatory and should be indicative of the error. For ongoing concerns regarding errors and/or information entry, contact Conduct and Ethics (03 9637 2594).

Please complete the details below. (Screen 2 of 2)

Due to Privacy issues, if you have entered the Drivers Licence, Firearms Licence or Passport Number previously you will need to re-enter it again every single time you access this page. For more information, go to [Drivers Licence - Firearm - Passport](#) section.

List of Errors

You are unable to submit/view the summary application until all mandatory fields have been completed. The mandatory fields still required to be completed for this application include:-

1. You have selected a Firearms Licence State of Issue but have not entered the Firearms Licence Number. Please verify and try again

Employment Details

| | | | |
|---------------------------|--------------|------------------------------|------------------------|
| Employee Number: | Unknown | Employee Type: | DEECD Employee (HRMS) |
| Employee Category: | New Employee | Employment Positions: | Administration Officer |

Note: * Mandatory fields

Contact Details (For Conduct & Ethics Branch Response)

| | | | |
|-------------------|----------------------------------|-------------------|--------------------------------|
| *Name: | Rowe, Amanda K | *Address: | Ground Floor, 2 Treasury Place |
| *Locality: | East Melbourne | *Postcode: | 3002 |
| *Email: | rowe.amanda.k@edumail.vic.gov.au | | |

[back to top](#)

Applicant's Current Details

| | | | |
|---------------------|-----------------------------------|---------------------------|---|
| *Surname: | <input type="text" value="doe"/> | *Date of Birth: | 1 Jan 1997 |
| *First Name: | <input type="text" value="jane"/> | *Country of Birth: | ** AUSTRALIA ** |
| Second Name: | <input type="text"/> | Suburb/Town: | melbourne Mandatory if country is Australia |
| *Gender: | Female | *State: | VIC Mandatory if country is Australia |
| | | Telephone: | <input type="text"/> |

[back to top](#)

Preview Summary Application – Notations

This facility allows you to compare the information entered with the original Consent Form signed by the applicant.

Applicant's Checklist

*1. Have you any criminal charges pending before a Court? Yes No

*2. Do you have any convictions, findings of guilt and/or pending charges against you in the state of Victoria? Yes No

*3. Do you have any convictions, findings of guilt and/or pending charges against you in any other Australian State or Territory? Yes No

*4. Do you have any convictions, findings of guilt and/or pending charges against you for Commonwealth offences? Yes No

[back to top](#)

Applicant's National Police Records - Checklist

*1. Have you sighted the applicant's Drivers/Firearms Licence? Yes No

*2. Has the '100 Point Check' been completed? Yes No

*3. Passport and/or Birth Certificate? Yes No

*4. Has the signature been witnessed and dated? Yes No

*5. Has a copy been placed on the applicant's file? Yes No

*6. Has the applicant signed the 'Consent To Check and Release National Police Record' form? Yes No

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Conduct & Ethics Special Consideration

Do you require the Conduct and Ethics Branch to telephone you to discuss this application for a criminal record check prior to the results being released? Yes No

[back to top](#)

Submit Application & Print Preview – Notations

This facility allows you to compare the information entered with the original Consent Form signed by the applicant. If you pick up an error or omission, click the 'Back to Previous' button. Where you return to check or modify details, you will be required to re-enter and validate Drivers Licence, Firearm Licence or Passport Numbers.

Where you have selected 'Submit' a unique Identification is allocated (for your future reference) and you can print the application for retention of the personnel file.

Conduct & Ethics Special Consideration

Do you require the Conduct and Ethics Branch to telephone you to discuss this application for a criminal record check prior to the results being released? No

■ **Contact:** [HRWeb](#)
 ■ **Website Created on:** March 12, 2003
 ■ **Page Last Updated:** June 10, 2011

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REVIEW/AMEND/DELETE PREVIOUS APPLICATIONS

Select Review/Amend/Delete Previous applications from the menu item

Prior to 12.00 noon each day you may review, amend or delete an application you have submitted (for the same day only). The following form will be displayed.

Human Resources

Home | Conduct & Ethics Home Your Details: 08464903 | Rowe, Amanda K | Conduct and Ethics

Hiring Manager - Main Menu

New application

[New police check](#)
[Review/amend/delete previous applications](#)
[Search for final correspondence](#)

- Contact: [HRWeb](#)
- Website Created on: March 12, 2003
- Page Last Updated: June 10, 2011

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By Selecting 'Review/amend/delete previous application' the following screen will be displayed, in which dates and other key words such as 'Surname' or 'Employee ID' fields can be used to aid the search.

Please enter at least one field to search your previous saved applications

Review Previously Saved Application

Unique ID:

Date saved between:

| <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="7" style="text-align: center;">June 2011</th></tr><tr><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th></tr></thead><tbody><tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr></tbody></table> | June 2011 | | | | | | | Mon | Tue | Wed | Thu | Fri | Sat | Sun | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | to | <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="7" style="text-align: center;">June 2011</th></tr><tr><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th><th>Sun</th></tr></thead><tbody><tr><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr></tbody></table> | June 2011 | | | | | | | Mon | Tue | Wed | Thu | Fri | Sat | Sun | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|--|-----------|-----|-----|-----|-----|-----|--|-----|-----|-----|-----|-----|-----|-----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|--|-----------|--|--|--|--|--|--|-----|-----|-----|-----|-----|-----|-----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|----|
| June 2011 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June 2011 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Surname:

Given Name

Employee ID:

Search for Final Correspondence

The following form will be displayed in which you can search for final correspondence

Human Resources

Home | Conduct & Ethics Home Your Details: 08464903 | Rowe, Amanda K | Conduct and Ethics

Hiring Manager - Main Menu

New application

- [New police check](#)
- [Review/amend/delete previous applications](#)
- [Search for final correspondence](#)

- Contact: [HRWeb](#)
- Website Created on: March 12, 2003
- Page Last Updated: June 10, 2011

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By Selecting 'Search for final correspondence' the following screen will be displayed, in which dates and other key words such as 'Surname' or 'Employee ID' fields can be used to aid the search.

Please select at least one field to search for police checks correspondence

List of Errors

View police checks correspondence

Unique ID:

OR:

| June 2011 | | | | | | |
|-----------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

to

| June 2011 | | | | | | |
|-----------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Surname:

Given Name

Employee ID:

HOW WILL CONDUCT AND ETHICS CONTACT ME?

Email confirmation of suitability

The Manager Conduct and Ethics will notify the principal by email of each applicant's suitability or otherwise. Response times may vary due to the uniqueness of the applicant's name, public holidays, and other unforeseen circumstances.

If you have not received a response from Conduct and Ethics within 20 working days:

- 1) Check your outstanding recalled application list to verify the request was sent and not recalled,
- 2) Contact the Conduct and Ethics Branch on (03) 9637 2594.