

Cinderella's Commercial Cleaning

Cinderella's Services Pty Ltd
ACN: 111 306 631 ABN: 86 111 306 631
Web: www.cinderellas.com.au
Email: mark@cinderellas.com.au



Police Check Policy

ORGANISATION COMMITMENT

Cinderella's Commercial Cleaning (Cinderella's) is committed to not placing unreasonable risk on members of the community, vulnerable people and any employees or contractors of the organisation.

Cinderella's will maintain complete confidentiality and protect the applicants identity at all times to ensure the information about the applicants criminal record is only used for purposes of which were intended. Only authorised personnel will have access to the information provided.

It is not an act of discrimination to find a person unsuitable if an Applicants criminal record means that the individual is unsuitable to perform the requirements associated with the role.

Note: All Police Checks are conducted via Cinderellas Online Employment Application Process via <https://www.cinderellas.com.au/employment/>

Note 2: Cinderella's preferred method of conducting Police Checks is via www.cited.com.au

MANAGEMENT PRIORITIES

Management is responsible for sighting the police check document and the date of sighting recorded. An original document or certified copy must be observed.

EMPLOYEE & CONTRACTOR RESPONSIBILITIES

All applicants, employees and contractors are required to provide a National Police Check. Responsible for providing the correct information and for informing management if a criminal conviction occurs whilst working as an employee or contractor of Cinderella's.

Employer Signature: by: _____

A handwritten signature in black ink, appearing to read 'Mark Ferdinands', written over a horizontal line.

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Date: 1/7/2020

Name & Position: Mark Ferdinands, Managing Director.