

## JOB APPLICANTS GUIDE

### SECURITY VETTING

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Applicants short-listed for appointment will be required to undergo stringent vetting to further determine suitability for employment with the Commission. The process requires applicants to complete a Statement of Personal and Professional Particulars and Statement of Financial Interests. All applicants selected for interview will be required to complete security clearance forms and return them on the day of their interview for processing.

The vetting process includes a risk assessment of each of the following areas;

- The applicant's personal and employment background
- Relevant criminal checks
- The applicant's financial position, specifically assets & debts, interests & partnerships in companies, shareholdings etc.
- The applicant's family background
- Any associations or personal relations which may conflict with employment with the PIC Division, **specifically with current or former members of NSW Police**

Your information will be treated in the strictest confidence and used for security vetting purposes only. Documentation provided by you and any other documents relating to your security assessment will be held on your individual Personal Security File and accessed only by those authorised to perform security clearances.