

CHECKABLE BACKGROUND PRE-SCREENING

Candidate Name: _____ Candidate ID: _____

Job Preferences: 1. _____ 2. _____ 3. _____

Guidance to Candidates

- All members of the ADF are required to obtain an Australian Government security clearance to access security classified information and resources. In order to obtain these security clearances a series of background checks and assessments are undertaken by the Australian Government Security Vetting Agency (AGSVA).
- Prior to enlisting or appointing anyone into the ADF, ADF Careers (ADFC) must be confident that a candidate can satisfy the 'checkable background' eligibility requirement to obtain a security clearance.
- Failing to obtain a security clearance could result in a candidate's employment being terminated

To determine your ability to provide sufficient background information to satisfy security clearance eligibility requirements please answer the following questions (type or print neatly using black pen):

Questions for Candidates - SECTION 1**Question 1: Were you born in Australia?**

- ☐ **Yes**
- ☐ **No** – Please complete the below.

Country of Birth: _____**Date of Immigration to Australia:** _____**Question 2: Are you an Australian Citizen?**

- ☐ **Yes** – If applicable, complete below.

Date you gained Citizenship: _____**Certificate Number:** _____

- ☐ **No** – Please discuss with ADFC Staff.

Question 3: Do you currently or have you previously held any other citizenships?

- ☐ **Yes** – I currently hold citizenship to Australia and to: _____
- ☐ **Yes** – I previously held, but not longer hold citizenship to: _____
- ☐ **No** – I don't currently or have previously held any other citizenship aside from Australia.

Question 4: Do you currently hold an Australian Government Security Clearance?

- ☐ **Yes** – Please indicate the level of Clearance you have below.

☐ Baseline ☐ NV1 ☐ NV2 ☐ PV**With what agency?:** _____ **Expiry Date:** _____

- ☐ **No**

Question 5: Have you ever travelled outside of Australia over the past ten (10) years? (Includes all periods outside Australia for residence, holidays, or work purposes, including prior to immigration to Australia).

- ☐ **Yes** – Please date below and proceed to SECTION 2. Please provide at least two referees on DFR-RECFOR128B Checkable Background Pre-Screening Form - Referee Form.
- ☐ **No** – I have not travelled or have been outside of Australia at any time in the past decade. Please date below and proceed no further on this form and return it to ADFC Staff.

Date: _____

SECTION 2

You may be required to provide extra information to support SECTION 2 of this form to demonstrate your ability to satisfy the checkable background requirements. Your Recruiter will inform you if you are required to provide further information to cover the entire checkable period (i.e. the entirety of the last 10 years) in the following ways:

1. Credible and Reliable Referee Coverage

Referee coverage demonstrates that other people can corroborate details of your background.

- When selecting referees, consider the following:
 - * **Where possible, referees should be Australian Citizens.** Where this is not possible, referees should be citizens of the Five-Eye Nations (FVEY): United States of America, Canada, the United Kingdom, or New Zealand. Referees from other countries may be considered, but may not carry sufficient weight to support your background assessment.
 - * **A referee must know you in either a personal or professional capacity.**
 - * **A referee must be over the age of 18 in order to be deemed a credible referee.**
 - * **A referee cannot be related to you, or be a partner/ex-partner.**
 - * **A referee must have had regular contact with you over an extended period of time (minimum of monthly contact).**
- A minimum of 2 referees for all periods in the checkable period is required. A mix of social and professional referees is preferred.
- You may nominate multiple referees to cover different times over the checkable period where individual referees have not had continuous contact with you.
- EACH referee you nominate must fill out a SEPARATE Referee Form (ask a ADFC Staff member if you have not received this).

2. Documentary Evidence

In some cases, it may be difficult to cover the whole checkable period solely with referees. If referee coverage is not fully available, alternatives such as additional documentation or information may be used to establish your eligibility.

- Acceptable evidence includes, but is not limited to, documents from the following sources:
 - * Government agencies and bodies
 - * Academic institutions
 - * Local police records, if available (obtained domestically through liaison with the Australian Federal Police or internationally through the Department of Foreign Affairs and Trade)
 - * Humanitarian and aid agencies that maintain records for displaced persons
 - * Places of worship, for birth, death and marriage information in lieu of government records
 - * Private companies with whom the clearance subject has been employed
 - * Parent's Curriculum Vitae (CV) for periods overseas if you were a minor at the time
 - * Parent's Service details if you were overseas as a result of their Defence posting
- Multiple credible documents increase confidence in the reliability and credibility of the period being assessed.
- Documents in foreign languages should be translated by an accredited interpreter service.
- All documents submitted must be clear and legible (typed is preferable)

Please return this form, and each of the completed Referee Forms (unless they have emailed your Recruiter directly), as a consolidated pack to your local ADF Careers Centre (via email or in person). If you have any questions, please ask.

Note: The information collected in SECTION 2 of this form is used only by ADFC.

The information collected in SECTION 2 of this form is not provided to AGSVA for the security clearance process.

Candidates are required to provide the requested background information in their ePack questionnaire once their security clearance process has commenced so please retain a copy of the background information you have collected.

For additional information regarding security clearances, please visit the AGSVA website at <https://www.agsva.gov.au>

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Please provide the details of the countries you have lived in or visited over the last 10 years, including the duration and nature of the time spent in each.

If you do not know your travel history, you may request your 'International Movements Records' via the Australian Government Department of Home Affairs: <https://immi.homeaffairs.gov.au/entering-and-leaving-australia/request-movement-records>. International movement records show your entries and exits from Australia. It will not show which countries you travelled to or from.

Example table:

Date From:	01 Jan 10	Date To:	21 Aug 12	
Age:	19-21	Country:	USA	Reason: Lived / Studied / Worked
Employment/Study Details:	Jan 10 – Dec 10: Study (Language Studies, St Judes College, PA) Nov 10 – Aug 12: Work (Librarian, Park Library, Collegeville, PA)			
Addresses:	Jan – Dec 10: 12 Smith St, Collegeville, PA 12345 Dec 10 – Aug 12: 30 Work St, Collegeville, PA 12345			

Date From:		Date To:		
Age:		Country:		Reason:
Employment/Study Details:				
Address/s:				

Date From:		Date To:		
Age:		Country:		Reason:
Employment/Study Details:				
Address/s:				

Date From:		Date To:		
Age:		Country:		Reason:
Employment/Study Details:				
Address/s:				

Note: Please attach additional copies of this form if you need to list additional periods overseas.

Candidate Name: _____ Candidate ID: _____

Date From:		Date To:	
Age:		Country:	Reason:
Employment/Study Details:			
Address/s:			

Date From:		Date To:	
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Employment/Study Details:			
Address/s:			

Date From:		Date To:	
Age:		Country:	Reason:
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Address/s:			

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