Rabbinical College of Australia & NZ
Personnel Records Checklist

☞ For enrolled students, see page 3. For dormitory residents who are not enrolled students, see page 4.

Employee Name:	
Job Title:	
Date Commenced:	
Employee No:	

Status:

❑ **Full Time** ❑ **Part Time** ❑ **Contract** ❑ **Casual** ❑ **Volunteer** ❑ **Other** _____

(*) Denotes Mandatory documentation required prior to commencing.

SECTION 1: (PAYROLL)					
❑ Taxation Declaration Form (*)					
❑ Superannuation Forms: Standard Choice Form (*)					
❑ Leave Forms – (Personal / Annual / Long Service Leave/Parental Leave) other.					
❑ National Police Clearance Certificate (*)					
Police Check No:		Issued Date:		Expiry Date:	
Police Check No:		Issued Date:		Expiry Date:	
❑ Working with Children Check (*). If exempt, provide details:					
WWCC No:		Issued Date:		Expiry Date:	
WWCC No:		Issued Date:		Expiry Date:	
(PAYROLL) – Termination / Resignation Details *(as applicable)*					
❑ Letter of Resignation / Termination					
❑ Complete paperwork to be posted to the employee – e.g.: Payslip, Statement of Service.					
❑ Confirmation return of property					
(PAYROLL) – Parental Leave *(as applicable)*					
❑ Parental Leave Notification Terms					
❑ Personal Leave Doctor's certificate					
❑ Centrelink Paperwork					
❑ Letter from employee, advising their intention to return to work date.					

SECTION 2: (Human Resource requirements) - For All Staff
❑ HR Personal Details and Identity Record (*)
❑ Signed Position Description **(*)**
❑ Employee's CV / Resume **(*)**
❑ Qualification Documentation – certificates, diplomas (as per job description) **(*)**
❑ **The Personnel Statement of Agreement** (included with **Code of Conduct)** affirming receipt and understanding of the following policies - **MUST be signed by Employee and Supervisor) (*)**: ❑ Child Safety and Wellbeing Policy ❑ Child Safe Code of Conduct (including Practice and Behaviour Guidelines) ❑ Child Safe Reporting Procedure
❑ Applicant was allowed time to read and ask questions regarding the child safe policies (above) **(*)**
❑ Child Safety Training completion **(*)**
❑ Professional Development and Assessment Documents
❑ Any other letters or file notes of relevance to the staff member's performance at the College
SECTION 3: (Human Resource requirements) - For Staff recruited after December 2020
❑ Application Record (*)
❑ Interview questions / Notes on applicant interview **(*) via** HR Applicant Interview & Referee Record
❑ Reference checks / Notes on applicant interviews with referees **(*) via** HR Applicant Interview & Referee Record
❑ Signed Letter of Offer / Acceptance and any subsequent updates (*)
❑ HR Recruitment and Induction Checklist signed by admin **(*)**

Confirmation: The above documents have been sighted by the HR Mgr for this new employee. Therefore, details can be entered into payroll records and employee may commence employment.

Sighted by (Name and Position):	
Signature:	Date:

Rabbinical College of Australia & NZ
Student Records Checklist

☞ This form is for enrolled students only.
[For dormitory residents who are not enrolled students, see page 4. For all other personnel, see page 1.]

Student Name:		**Date Commenced:**	

Human Resource requirements - For All Student Volunteers
All documentation is required prior to the student commencing volunteer or outreach role.

- ❑ Student Application Submitted
- ❑ Student Enrolment Pack Submitted

Apply the College's proportionate enrolled-student screening pathway. Complete the applicable option:

- ❑ Student commenced studies at 17 years and 9 months of age or older: appropriate verbal reference checks with previous places of study completed via **HR Applicant Interview & Referee Record**
- ❑ Student commenced studies before 17 years and 9 months of age: student admission/enrolment vetting and the College's direct ongoing knowledge of the student confirm suitability for the role. Additional referee or other screening checks are required only if concerns arise or existing information is insufficient.

- ❑ In addition, complete the Child Safety written questionnaire via **HR Applicant Interview & Referee Record**
- ❑ Signed Position Description
- ❑ **The Personnel Statement of Agreement** (included with **Code of Conduct)** affirming receipt and understanding of the following policies - **MUST be signed by Employee and Supervisor)**:
  - ❑ **Child Safety and Wellbeing Policy**
  - ❑ **Child Safe Code of Conduct (including Practice and Behaviour Guidelines)**
  - ❑ **Child Safe Reporting Procedure**
- ❑ Applicant was allowed time to read and ask questions regarding the child safe policies (above)
- ❑ National Police Clearance Certificate

Police Check No:		Issued Date:		Expiry Date:	

- ❑ Working with Children Check. If exempt, provide details:

WWCC No.		Issued Date:		Expiry Date:	

- ❑ Child Safety Training completion
- ❑ Any other letters or file notes of relevance to the student's performance at volunteering for the College
- ❑ **HR Recruitment and Induction Checklist** signed by admin

Confirmation: The above documents have been sighted by the HR Mgr for this new student.

Sighted by (Name and Position):	
Signature:	Date:

Rabbinical College of Australia & NZ Registered Dormitory Resident Records Checklist

☞ This form is for registered dormitory residents only, who are not enrolled students.
[For enrolled students, see page 3. For all other personnel, see page 1.]

Resident Name:	
Date Commenced:	

Human Resource requirements - For All Registered Dormitory Residents
All documentation is required prior to the resident commencing residence in the dormitory.

- ❑ **HR Personal Details and Identity Record**
- ❑ National Police Clearance Certificate

Police Check No:		Issued Date:		Expiry Date:	

- ❑ Working with Children Check. If exempt, provide details:

WWCC No.		Issued Date:		Expiry Date:	

- ❑ Letter from the employer institution certifying that the resident has been subject to an HR process in relation to child safety, including:
  - ❑ At least two appropriate verbal reference checks
  - ❑ Received the respective organisation's Child Safety and Wellbeing Policy, Child Safe Code of Conduct, and Child Safe Reporting Procedure.
  - ❑ Signed a Job Description / Statement of Duties for the respective organisation
  - ❑ Signed a Personnel Statement of Agreement for the respective organisation
  - ❑ Completed Child Safety Training
- ❑ Issued with **Child-friendly and Parent-friendly Child Safety and Wellbeing Policy**

Confirmation: The above documents have been sighted by the HR Mgr for this resident.

Sighted by (Name and Position):	
Signature:	Date: