

Vetting

1. Form Completion

You will receive a vetting form to fill out. As part of this, you will be required to show at least two forms of ID, one of which must be photographic.

Please note that page one is to be completed by the hiring manager once you have completed your section.

2. Form Submission

You will return the completed form to the hiring manager. Once the hiring manager has completed the first page and checked that the other pages are correctly filled out, they will submit the form to the NZ Police vetting team.

3. Vetting Process

Most vetting forms are processed within a couple of days via an automated system. If the you have had police interactions in the last 7 years, or your details are similar to that of another individual (names, dates of birth etc), and the vetting form cannot be processed automatically, it may be reviewed by a vetting officer.

Vetting forms that have police interactions, or where the details of applicant are similar to another individual and cannot be automatically processed, will be reviewed by a vetting officer.

The officer will confirm your identity (using the IDs and information provided on the form), and then read through any information pertaining to you on the police network.

They will complete a risk analysis on any records of note, with a focus on risk to the specific role being applied for. They are trained to consider the relevance to the role, the recency of the police interaction, the environment in which the interaction took place, and if it posed any risk to others.

Any mental health records that pass the relevance, recency, environment, and risk to others, thresholds will be referred to a senior officer for further consideration due to the sensitive nature of the information.

If it is eventually determined that the information should be shared with the hiring manager, you will be contacted in the first instance, informed of the information to be shared, and given the options to either; withdraw their application, provide an explanatory letter to be shared with the hiring manager alongside the result, or do nothing and have the result passed on as it is.

4. Result sharing

The vetting team will then inform the hiring manager of the result. If a record of a police interaction is shared with the hiring manager, the information that will be released is only the information recorded by the responder (Police officer or similar) as it is within the system, and any letter provided by you. Vetting does not share their risk analysis process with the hiring manager.

5. Decision

Vetting has no say in whether someone gets hired or not, their function is to allow hiring managers to make informed decisions about their prospective employees. In this particular instance, it would be likely for the hiring manager to contact Autism NZ/yourself to discuss any results of concern prior to any decision being made.