AUSTRALIA POST

Welcome to the place where businesses go for police checks

By downloading the Police Checks toolkit, you've taken the first step in making sure your organisation enjoys fast, secure and convenient employee screening, while you get back to business.

In this kit you'll find the tools and information to help your staff, contractors, students or volunteers complete their police checks.
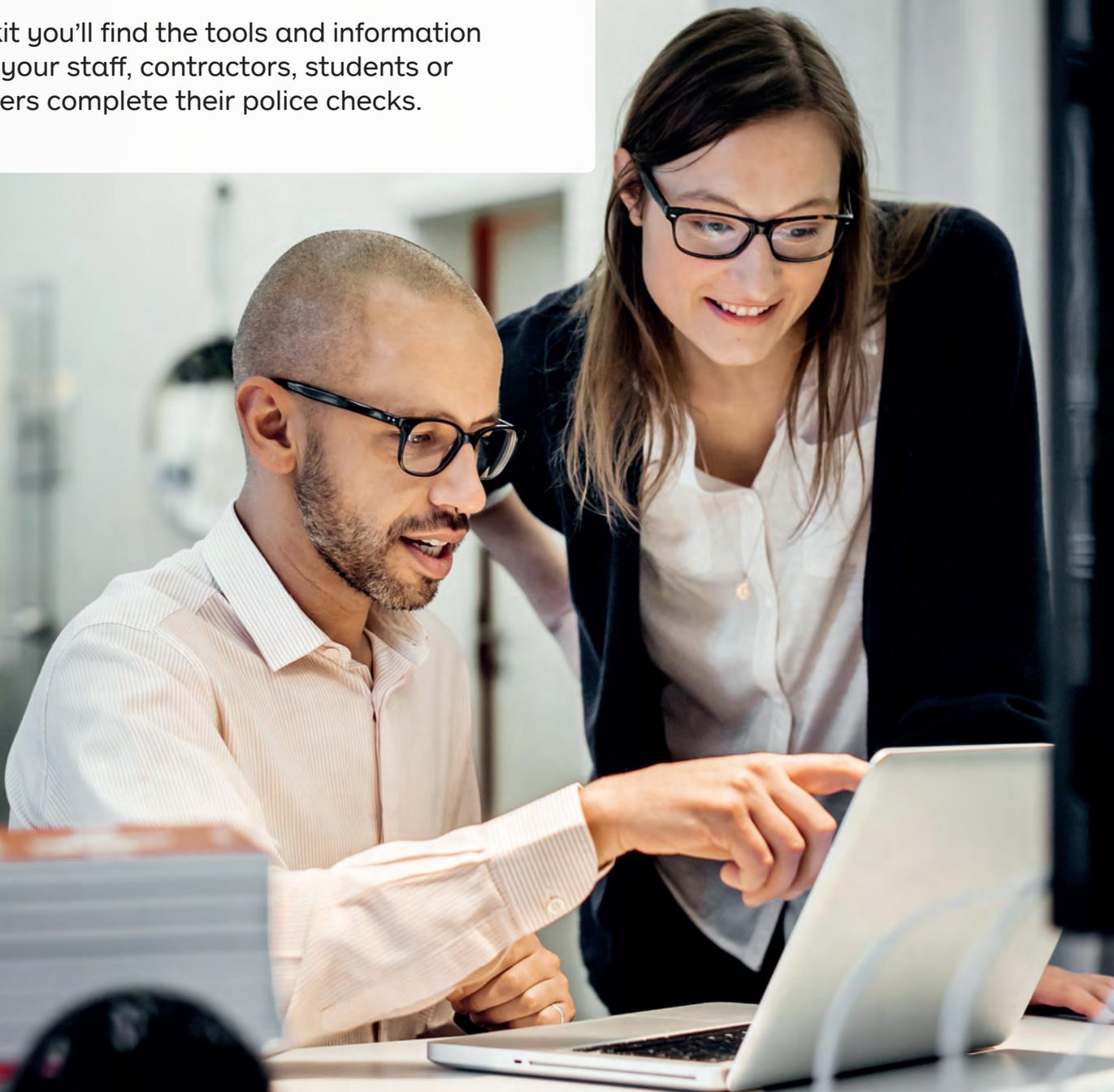
Your toolkit includes

Instructional posters

Ideal for staff rooms, notice boards or any place where your employees gather.

Intranet banner & instructions

Send this to your website administrator so they can let your staff know the simple steps in getting their police check sorted.

New employee email and letter templates

Hiring new recruits? Use these customisable templates to help give your employees the information they need to provide you with their police check.

Renewal email and letter templates

Need to renew your staff's police checks? Use these simple templates to get started.

Records Management template

Keep track of which staff have had a police check with this easy, customisable Excel template.

# Here's why businesses choose Australia Post police checks

Secure

Australians trust us with their most valuable information. We process over 8 million passport and identity checks every year, and use the same encryption as many of the banks to protect our customers' information.
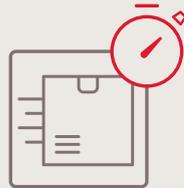
Fast

We communicate directly with the national police history database, so your staff will typically receive their police check within 2 business hours.
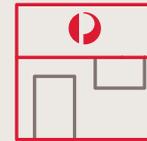
Convenient

Send your staff online or to their participating local Post Office. We have over 3,500 locations all over the country.