

Security Clearance – Information

The information in the following paragraphs is intended only as a guide. It is not a complete list of all the information required to obtain an appropriate security clearance but is designed to assist you should you be asked to apply for a security assessment as part of your application for a Customs Trainee role with the Australian Customs Service.

All positions in Customs are security assessed positions and candidates must pass a security clearance before being made an offer of employment.

The security assessment is conducted by Customs in compliance with the *Commonwealth Protective Security Manual*.

The security assessment includes background checks and you will be required to provide detailed personal information. This may include details of your employment and residence history, financial circumstances, any criminal charges and/or convictions (including traffic offences), any drug use and any overseas travel. You may also be required to provide this kind of information about your spouse, partner or defacto where applicable.

You will also be asked to provide contact details for at least three referees who will be contacted by Customs directly. Your referees will be asked to answer questions about your suitability for employment as a Customs Officer.

If, as part of your application for a positions with Customs, you are asked to apply for a security assessment you will need to provide **certified copies** of the following documents:

- Full birth certificate
- Current Drivers Licence
- Bio Page of Current and Expired passports (including overseas passports)
- Proof of residency for the last 10 years for each address listed
- Proof of employment for the last 10 years
- Educational qualifications

and if applicable:

- Military discharge certificate
- Marriage certificate(s)
- Divorce document(s)
- Citizenship certificate
- Deed Poll certificate.