



# Future Goodstarter FAQ

We are delighted you are interested in joining Goodstart Early Learning, and look forward to getting to know more about you and your experience through our hiring process. You will need to provide the below documents during the hiring process. By preparing this documentation now, you can help us ensure the experience is simple and seamless.



## Required Documents

**Safety starts with everyone at Goodstart.** We will ask you for a number of documents to ensure our team members have the right skills and experience to support the learning and safety of Goodstart's children and families



### Certified documents required

#### Qualifications:

- Transcript and/or official qualification certificate (Certificate III, Diploma of Early Education or Bachelor of Early Education);
- Proof of enrolment (if currently studying);
- ACECQA documentation (or oversea's teaching qualification assessment - if applicable).

#### ID:

- Full Australian Birth Certificate and a form of photo ID; OR
- Australian Citizenship certificate and a form of photo ID; OR
- Passport; and
- If you have had a change of name we ask that you also provide us with your Marriage Certificate or Change of name document (if appropriate).

#### Working with Children Check:

- Up to date Working with Children Check for the state in which you are intending to work

#### Other:

- Police Clearance (for Assistant Director and Centre Director applicants)
- Teacher's registration (if applicable)
- Immunisation Evidence (see requirements below)

### How do I certify my documents?

- We ask that you bring your original documents to the interview where the hiring manager can photocopy and verify your documents. These will then be sent through to your Talent Acquisition Partner on your behalf; OR
- Have your documents certified by a person who is authorised as a witness for statutory declarations under the [Statutory Declarations Regulations 2018 - Schedule 2](#)

### How do I upload my documents?

- [Click here](#) to sign into your careers profile, and then click 'View Profile' at the top right-hand corner of the screen.
- Note: the website works best when using Google Chrome on a desktop or laptop computer.
- If you have issues uploading your documents to your Goodstart Careers Profile, you can email them to your Talent Acquisition Specialist.



# Immunisations

**At Goodstart, ensuring the safety of our people and children is our top priority.**

**Your TA Partner will advise you which immunisations are required for your role. These may include - Measles, Mumps, Rubella and Whooping Cough. Goodstart offers all employees optional influenza immunisations each year. The following information will help you prepare to provide evidence of immunisations.**

We all have an obligation to keep our workplaces free from the risk of infectious diseases as far as possible, and we have a duty of care to limit the risk of serious illness to both our employees and the children in our care. Vaccinations are the most effective way to reduce the risk of spread and infection of vaccine-preventable diseases.

The early learning environment can present increased exposure to vaccine-preventable diseases, for both children and our employees. Infections are common in children and the way that they interact with objects, each other and our employees may mean they are at greater risk. Additionally, children may be in care when they are too young to be vaccinated and may not have previously been exposed to certain germs when their immune systems are still developing.

## How do I get my immunisation documentation?

### There are several ways to collect your immunisation history and information:

- If you are enrolled in Medicare, you will be able to request your Australian Immunisations Record from Medicare. Please note, your Australian Immunisation Record will likely only show immunisations received from 1996 onwards
- Visit your Medical Practitioner or GP to confirm your immunity – which may require pathology screening to confirm your immunity
- Medical Centre immunisation list/ summary
- Personal health records from childhood
- Receipts (or statements) from any school or university vaccinations
- State government personal immunisation record

## What if I don't have any of the above documentation but I have been immunised previously OR my documentation does not show all the immunisations needed?

- If you have no records, you will need to visit your Medical Practitioner for a serology test.
- If you have records for some immunisations and not others, please submit what you have.
- If you cannot provide evidence you were immunised for all diseases listed above, then you will need to provide pathology screening to confirm your immunity.

## Do I need to receive two courses of Measles, Mumps and Rubella (MMR) immunisation?

- Yes, to be fully protected against MMR you require two courses of MMR immunisation. If you have only had one course you will need to receive a booster shot. Please speak to your Medical Practitioner.
- If you are unsure whether you have had two courses, or your records only show one course, speak to your Medical Practitioner about getting a serology test.

## Do my immunisations expire?

- There are some immunisations which require periodic boosters. These include
- Whooping Cough immunisations must be boosted every 10 years
- Influenza is a seasonal immunisation

## Where can I get immunised if I know I need it?

- You can speak to your Medical Practitioner about receiving immunisations.
- You can also visit your local Chemist.

## What if I have had immunisations overseas?

- You will need to visit your Medical Practitioner and obtain a serology test as we must ensure all immunisations meet Australian standard. They do this by measuring your immunity and will advise if you are sufficiently immunised.

## What if I have been previously exposed to Measles and Mumps?

- You will need to submit medical records or a serology report showing your past exposure or immunity.

## What if I have a medical reason not to be immunised?

- If you are unable to be vaccinated against any of the Goodstart Immunisation requirements because you have a medical condition that makes it unsafe for you to do so, you may seek an exemption.
- A request for an Exemption can be made by either:

1. providing a copy of your Australian Immunisation Record stating you are unable to be immunised for medical reasons, or
2. providing the Request for Vaccination Exemption – Letter to Medical Practitioner (which can be provided to you by the TA team upon request), completed by your medical practitioner, which must state whether your treating doctor believes you can safely have the relevant vaccination.

## Immunisation Exemption

Goodstart may seek additional information or documentation from any employee or prospective employee (or require that they seek such additional information or documents from any third parties), as it deems necessary or reasonable in the circumstances to enable it to make a determination in each case.

If an Exemption from obtaining one or more vaccinations is granted, you may not be able to work in or come into contact with children in Goodstart's nursery rooms or work with immunocompromised staff or children and may be required to comply with additional safety or other measures (such as wearing face masks or other personal protective equipment) where Goodstart reasonably determines from time to time.

Your medical exemption evidence must state that you are unable to receive the immunisation due to a medical condition or you are pregnant.



## Police Checks

If you are being considered for an **Assistant Director** or **Centre Director** role, you are considered to be a responsible person for Goodstart. This legislated requirement means you will need to provide a **National Police Check Certificate**. This is a legislative requirement for all Assistant Director and Centre Director appointments as part of the transition to Child Care Subsidy System (CCMS).

### How do I get a National Police Check Certificate?

- You can apply for a National Police Check Certificate online here: <https://www.nationalcrimecheck.com.au/>

### What if I have had a Police Check before?

- If you already have a National Police Check Certificate which is no more than three months old, you do not need to apply for a new one, however it must be from the state or territory police service or an agency accredited by the Australian Criminal Intelligence Commission. If we are unable to verify the certificate online (it will tell you on the certificate if this is possible) you will need to provide a Certified copy.

### What if I live outside of Australia?

- If you are not living in Australia you will still need to apply for an Australian National Police Check Certificate. Apply via the [Australia Federal Police website](#)

### What do I need to do when I receive my National Police Check Certificate?

- When you have received your National Police Check Certificate, email a copy to [policechecks@goodstart.org.au](mailto:policechecks@goodstart.org.au)
- Once Goodstart has received and verified your Certificate, a member of the Talent Acquisition team will be in touch to discuss the next steps.
- Please note we cannot offer you an Assistant Director or Centre Director role within Goodstart Early Learning until we have received and verified your National Police Check Certificate.

**Thank you!**

We thank you for understanding the importance of providing such critical information about you. It goes to the heart of what we are for at Goodstart – ensuring the safety of the children in our care.

