



PROOF OF IDENTITY – PRE EMPLOYMENT MEDICAL SERVICES

POLICY STATEMENT:

Gemini staff must ascertain proof of identify for all pre-employment medical services.

PROCEDURE:

Gemini staff must ascertain proof of identify at the commencement of the service using the following criteria:

Photographic Identification

One of the following photographic identification:

- ✓ Previous or current Australian driver's licence with a photograph
- ✓ Proof of age card (Department of Planning and Infrastructure)
- ✓ Australian Passport (not expired by more than 2 years)
- ✓ Current overseas Passport

No photographic Identification

Where no photographic Identification is produced there are several options.

- Option 1: Produce 2 items from List 1
- Option 2: Produce 1 item from List 1 AND 2 items from List 2
- Option 3: Produce 3 items from List 2

List 1

- ✓ Birth Certificate or Extract of Birth (support document must also be produced if birth name has changed by marriage or deed poll)
- ✓ Australian Citizenship Certificate
- ✓ Visa or Immigration document
- ✓ Non-photographic Drivers Licence
- ✓ Pension card, Health Care Card or Social Security Card

List 2

- ✓ ATM access card issued by a financial institution
- ✓ Credit card (i.e. Visa, American Express, Diners, Bankcard etc.)
- ✓ Medicare Card or Medical fund card
- ✓ Account from one of the following institutions with name and address:
 - Power authority
 - Water authority
 - Gas authority
 - Home/Mobile phone authority
 - Council/Water rates

If insufficient ID is produced:

1. Do not commence the medical.
2. Call company to ascertain how they would like to proceed.
3. If unable to contact company, proceed with the medical, but inform the candidate that the results will not be released until adequate identification is shown to the clinic. Contact the company ASAP and inform them of the same.
4. If company has a grievance about this policy, refer them to Client Service Manager, Tina Watkins 0402 911 559.