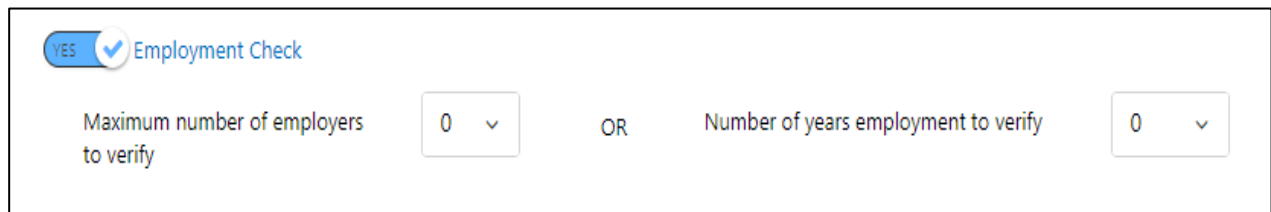


## An Overview of *fit2work* Employment Checks

### Organisation Portal

When ordering an employment check, an employer has the option to select:

- How many of the candidate's previous employers they would like verified
- or
- How many years of employment history they would like from the candidate



YES  Employment Check

Maximum number of employers to verify 0 v OR Number of years employment to verify 0 v

**Note:** *is not a mandatory requirement for the candidate to supply the designated number of employers or years of employment, as they may not have been working for that many years or had that many previous employers.*

*Please also note that your Organisation is charged for each employment verification i.e. if fit2work conducts 3 verifications for your candidate, you will be charged 3 separate fees.*

### Applicant Portal

When a candidate completes their application, they will be asked to provide the following information for each employer they add to their application:

- Employer Name
- Contact Details
- Position Title
- Date they started and left that role
- Reason for leaving
- Managers Name and Position

They will also be asked to confirm if *fit2work* can contact the employer to verify the given employment details. If the candidate selects 'No', they will be asked to upload a copy of a current payslip as a secondary form of verification.

The *fit2work* team will make up to 5 attempts to contact the employer. This will be a combination of phone and email contact depending on the employer's preferred method of communication.

### Add Employment History ✕

Employer Name \*

Were you employed by?

Employer Payroll Phone Number \*

Employer Address \*   
200 characters remaining

Country \*

Employer HR/Payroll Email \* 

As part of the verification process, we may seek to contact your employer via email. Therefore if you do not know the employer's HR/Payroll email address, please contact them to obtain it before submitting this application.

Role Title \*

Position Held From \*

Position Held To \*

Is this your current employer? \*

Can we contact this employer? \*

Please provide a reason for leaving \*   
200 characters remaining

Manager Name \*

Manager Position

Have you ever been the subject of any disciplinary warnings or actions, claims by or against this employer, or are there any special circumstances you would like taken into account? \*

Alias used at employer