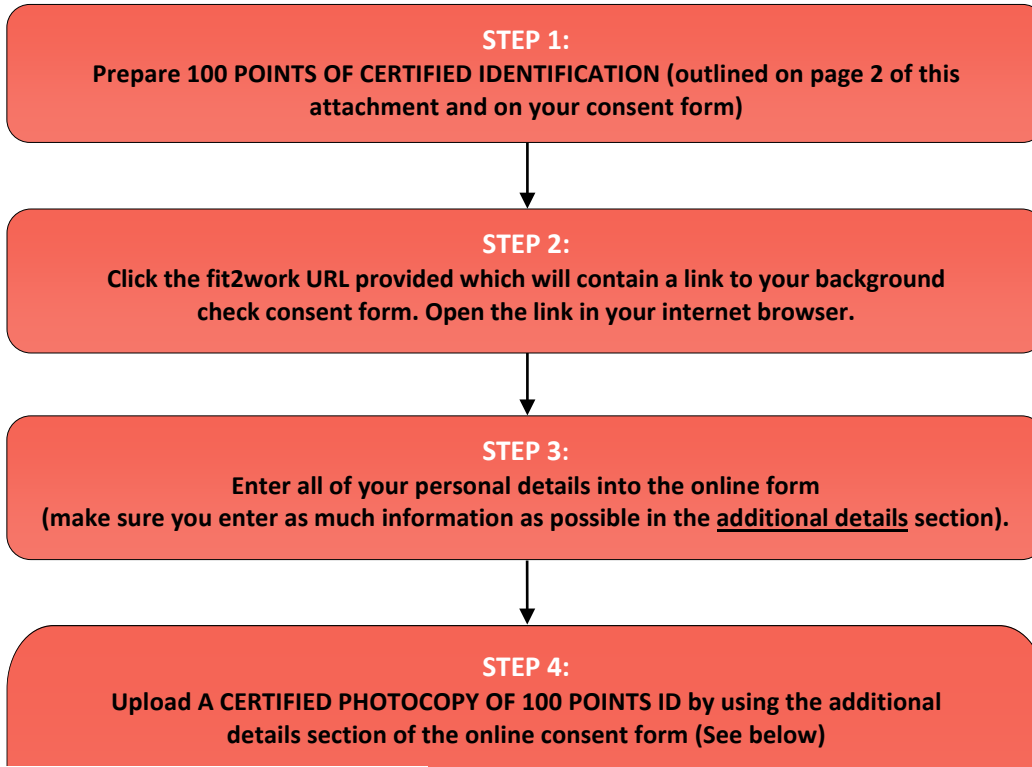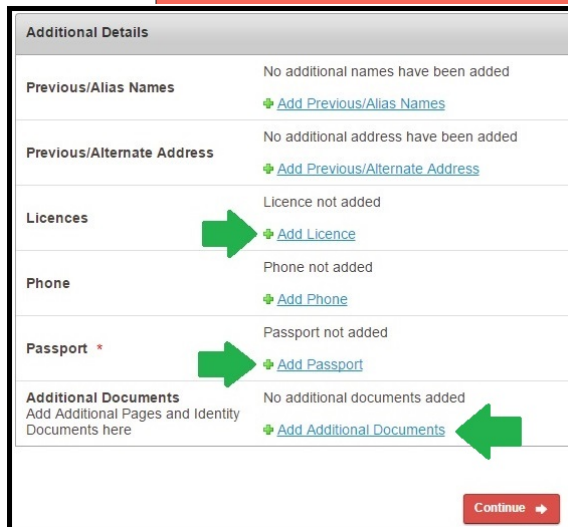# Fit2work Background Check Process:

Dear Applicant,

Monash University requires you to undertake a Fit2work National Police History check as one of the mandatory requirements for clinical placement.

In order for Fit2work to process your background check, please complete the online consent form and provide 100 points of certified Identification.

Please find below the step-by-step process of how to get your background check processed:

STEP 1:
Prepare 100 POINTS OF CERTIFIED IDENTIFICATION (outlined on page 2 of this attachment and on your consent form)

STEP 2:
Click the fit2work URL provided which will contain a link to your background check consent form. Open the link in your internet browser.

STEP 3:
Enter all of your personal details into the online form (make sure you enter as much information as possible in the additional details section).

STEP 4:
Upload A CERTIFIED PHOTOCOPY OF 100 POINTS ID by using the additional details section of the online consent form (See below)
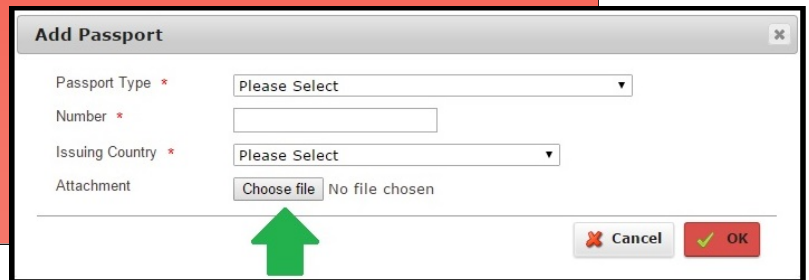
Once Fit2work receives your online consent form and your certified photocopy of 100 points ID, we will process your police check.

If you require any help completing your online consent form please contact Fit2work for assistance:
support@fit2work.com.au or telephone 1300 575 575

1. Only persons holding positions identified below are authorised to certify documentation for the undertaking of a National Police History Check (NPHC). The exception to the list is where a potential conflict of interest may arise, such as certifying a family members identification

2. Authorised persons, in certifying a NPHC (National Police History Check) document, MUST:

   1. Sight ORIGINAL documentation

   2. Verify that the photocopy is a true and accurate record of the original document

   3. Verify that the photographic identification is a true and accurate likeness of the applicant

   4. Declare on the document to be signed that it is a 'true and accurate record of the original document'

   5. Sign and date each photocopy as a true and accurate record of the original document

   6. Print their name and position (authorised position – below) on each document to be certified

3. Applicants must ensure that documents must be certified in accordance with the above

- Australian Lawyer (Legal Profession Act 2004)
- Registered Medical Practitioner
- Member of the police force
- Principal/teacher in the teaching service
- Registered Nurse
- Secretary of building society
- Councillor of a Municipality
- Public Notary
- Veterinary Practitioner
- Pharmacist

- Justice of the Peace, Bail Justice or Register of the magistrate's Court
- Permanent employee of Australia Post with 5 or more years continuous service
- State non-executive public service employee (Grade 2 - 6)
- Commonwealth exec public service employment (Level 1, 2 or 3)
- Commonwealth non-exec public service employee (APS 2 - 6)
- Accountant (member of the ICA,ASA or NIA)
- Registered Dentist (Dental Practice Act 1999)
- Bank manager of employee with 5 or more years of continuous service
- Minister of Commonwealth or State Parliament
- Casino special employee

What does a certified document look like?

✓ Samantha Sample has provided a photocopy of her identification that included **signature, full name, date of birth,** and **current residential address.**

"*I certify that this document is a true copy of the original*"

Name: Kate Anderson
Qualification: JP
Registration no: 222222
Date: 31 July 2013

✓ The certifying authority has sighted the original identification, and confirmed that the copy is a true copy.

✓ Details for the certifying authority are included: **Full name, qualification, registration number** (if applicable), **date and signature.**

Identity verification form

Your Identity document requirements

It is a requirement when applying for a Fit2Work National Police History Check that you provide proof of your identity with your application. Fit2work requires you to provide certified copies of documents of identity that add up to at least 100 points.

The combination of documents supplied must, as a minimum, show evidence of your full name and date of birth. All documents

uploaded with your check must be certified by an 'Authorised Person'. Examples of documents are listed below.

To verify your identity, the details in section A and B must exactly match your identification documents including full given name, no initials.

Primary Documents	Choose (0-1)	Points
You must provide either: • one primary document **OR** • at least one secondary document that includes a photograph.	Australian birth certificate(not an extract) or birth card Australian citizenship certificate Australian Passport (current or expired within the last two years) International Passport (current)	70 70 70 70

Secondary Documents	Choose (0-1)	Points
Your initial document from this group will be awarded 40 points	Australian Driver Licence or Learners Permit (current) Australian Firearms Licence (with photo) State or federal government employee identity Centerlink or social security card (current) Department of Veterans Affairs card Tertiary education institution photo identity	40 40 40 40 40 40

Secondary Documents Continued	Choose (0-3)	Points
All documents in this group will attach 25 points. Only one card from each institution may be counted.	Australian Driver Licence or Learners Permit (current) Australian Firearms Licence (with photo) State or federal government employee photo identity Centerlink or social security card (current) Department of Veterans Affairs card Tertiary education institution photo identity Proof of Age card	25 25 25 25 25 25 25

Secondary Documents Continued	Choose (0-4)	Points
All documents in this group will attach 25 points. Only one card from each institution may be counted.	Medicare card Property lease / rental agreement Council rate notice Property insurance papers A utility bill Motor vehicle registration / insurance Professional or trade association card A financial institution debit / credit card A financial institution passbook / statement	25 25 25 25 25 25 25 25 25

Change of Name

If the name you use to apply for a Fit2work check is different to your name on your identity documents, you must show proof of a name change when lodging your application.

Documents accepted as proof of a change of name include:
• Original marriage certificate or extract (issued by the Registrar of Births, Deaths and Marriages);
• Certificate of marriage (issued by the church or celebrant performing the marriage);
• Certificate of registration of name change; or
• Decree Nisi as proof of a return to maiden name after a divorce.

These documents must be originals and do not count as part of the 100 points of identification.