

Applicant: Completing a Medical Check Application

As with all other checks, the applicant will receive a notification asking them to complete the *fit2work* application. The email will have a link to the login page and if this is their first time using *fit2work*, they will also be given their username (email address) and a temporary password.

Once they have logged in, their *fit2work* dashboard will display the individual medical tests/checks that make up the package requested by their employer:

The screenshot shows the fit2work dashboard for a user named Katharine Aries. The profile information is as follows:

Profile Info	
Given Name:	katharine
Middle Name:	
Family Name:	Aries
Mobile Number:	+61 467 306 820
Email:	katharine.aries@equifax.com

Below the profile info is a table of 'Current Checks' with the following data:

Reference Number	Submission Date	Organisation	Check	Status	Action
1361344	27/11/2018	Equifax Test	Medical Check (Spirometry Assessment) Medical Check (Level 2: Functional Capacity Assessment : Including Fitness test) Medical Check (Blood Lead Test)	Employee To Complete Employee To Complete Employee To Complete	
1361343	27/11/2018	Equifax Test	Medical Check (Online Health Questionnaire with Doctor Review) Medical Check (Pre-Employment Medical Assessment : Includes Online Health Questionnaire) Medical Check (Medical Assessment Including Audio Assessment) Medical Check (Audiometry Assessment)	Employee To Complete Employee To Complete Employee To Complete Employee To Complete	

A zoomed-in view of the first row of the table is shown below:

Reference Number	Submission Date	Organisation	Check	Status	Action
1361344	27/11/2018	Equifax Test	Medical Check (Spirometry Assessment) Medical Check (Level 2: Functional Capacity Assessment : Including Fitness test) Medical Check (Blood Lead Test)	Employee To Complete Employee To Complete Employee To Complete	

By clicking on the pencil icon the application will open. In the application the candidate must complete the following fields.

Basic Details

These are the same details that are required for any *fit2work* check:

- Given Name (has the option to tick the box stating they don't have a given name)
- Middle Name (has the option to tick the box stating they don't have a middle name)
- Family Name (this is the only name that is mandatory)
- Date of Birth
- Email Address
- Mobile Number (not mandatory)
- Gender

Basic Detail

Given Name	katharine	<input type="checkbox"/>	Does not have a given name
Middle Name		<input type="checkbox"/>	Does not have a middle name
Family Name	Aries		
Date of Birth	08/01/1989	Gender	Female
Email	katharine.aries@equifax.com		
Mobile phone	+61 467 306 820		

Check Details

- Role Title (This field will have been given by the Client when they ordered the check so this field will be prepopulated.)
- Country

Medical Check Details

Role *	<input type="text"/>
Country *	<input type="text" value="Please Select"/> ▼

Preferred Appointment Schedule Slot 1 and 2

- City/ Suburb – This is so Jobfit can set the appointment for the nearest available Jobfit medical centre.
- Postcode – To avoid errors in booking when a location may share its name with another city/suburb in another state
- The preferred date and time

Preferred Appointment Schedule Slot 1

City/Suburb *

Postcode *

Date and Time * 

Preferred Appointment Schedule Slot 2

City/Suburb *

Postcode *

Date and Time * 

Note: Applicants cannot set preferred times on weekends or outside the hours of 8am-4pm. If the applicant tries to select such a time, they will be notified via an error pop-up.

The appointment must also be at least 2 days from the current date/time, this is to ensure that there is enough time to book in and for Jobfit to confirm the appointment.

Preferred Appointment Schedule Slot 2

City/Suburb *

Postcode *

Date and Time *  

 Please select a preferred date that at least 2 working days from today's date for preferred appointment schedule slot 2. You can select a date from 3/12/2018 onwards.

Review Page

The next step is to review all the information entered in the first 3 steps, to ensure this information is accurate. Incorrect details may result in processing delays.

Consent

The final step is to complete the consent section, this requires a digital signature, to indicate that the applicant is willing to undergo the stated medical tests/ examinations.

Consent

General

Our information services are provided in accordance with our standard Terms of Supply accessible at www.mercury.com.au/termsupply and the *fit2work* SOW accessible at www.mercury.com.au/fit2workSOW (collectively, the "terms and conditions").

I, *Katharine Aries*, by submitting this application to Equifax Australasia Workforce Solutions Pty Limited (t/a *fit2work*), confirm that:

- I agree to those terms and conditions; and
- I have read and understood the *fit2work* collection statement accessible at www.mercury.com.au/fit2work_collection_statement and consent to the collection and use of my personal information on the basis described in that *fit2work* collection statement (including, without limitation, to conduct or procure the conduct of any Police or other background checks specified in this application).

Medical Check (Spirometry Assessment)

I Katharine Aries, hereby consent to Equifax Test (t/a fit2work.com.au) using my personal details for check Medical Check (Spirometry Assessment).

Medical Check (Level 2: Functional Capacity Assessment : Including Fitness test)

I Katharine Aries, hereby consent to Equifax Test (t/a fit2work.com.au) using my personal details for check Medical Check (Level 2: Functional Capacity Assessment : Including Fitness test).

Medical Check (Blood Lead Test)

I Katharine Aries, hereby consent to Equifax Test (t/a fit2work.com.au) using my personal details for check Medical Check (Blood Lead Test).

Signature *

Sign with your mouse in the space above to agree to the consents listed above

Checks

Medical Check (Spirometry Assessment)
 Medical Check (Level 2: Functional Capacity Assessment : Including Fitness test)
 Medical Check (Blood Lead Test)

The applicant then just needs to click

What Happens Next?

1. The *fit2work* Support team will review the applicant's details.
2. *Fit2work* will give Jobfit the preferred location, date and time details specified by the applicant.
3. Jobfit will call the applicant to confirm availability and to make the booking.
4. A confirmation email is sent to the applicant.
5. *Fit2work* will update the booking details into the application in *fit2work* (these will be visible in the candidate review page in client organisation portal).
6. *Fit2work* will also email the client to advise the booking has been made.
7. Once the medical has been completed Jobfit will send *fit2work* the medical report, which will be loaded into the application ready to be viewed by the client and the check will be marked as complete.