

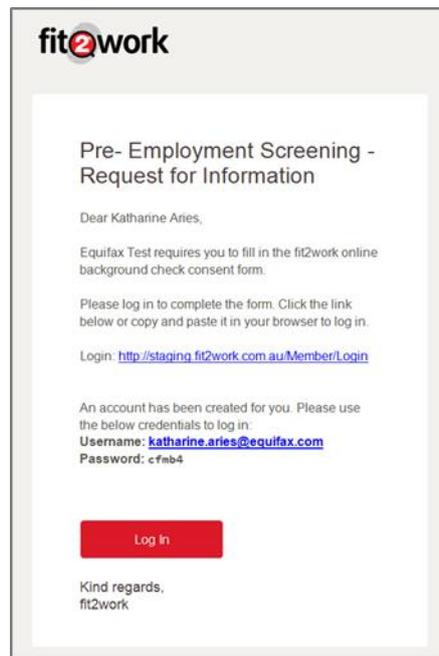


Applicant Portal

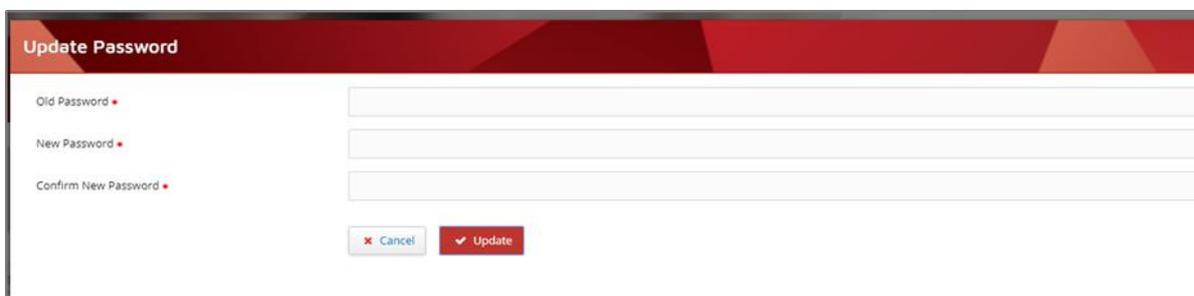
The Candidate Experience



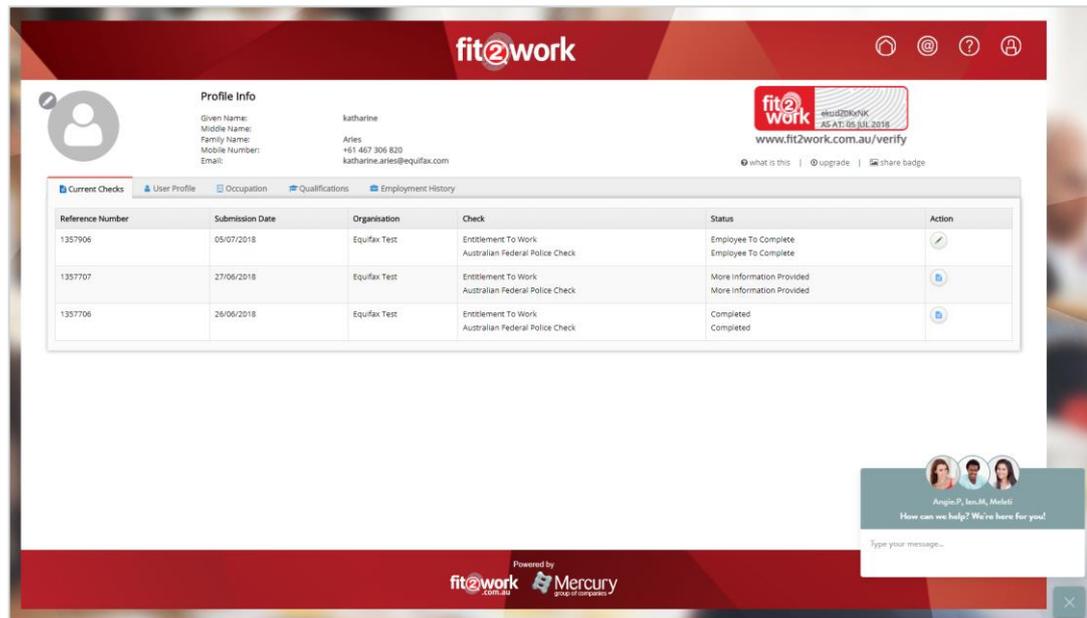
When you are required to complete a *fit2work* application for the first time, you will receive an email from *fit2work* asking you to log into the Applicant Portal:



As with the example above you will be provided with a Username and Temporary Password, which you will be prompted to update when you login for the first time:



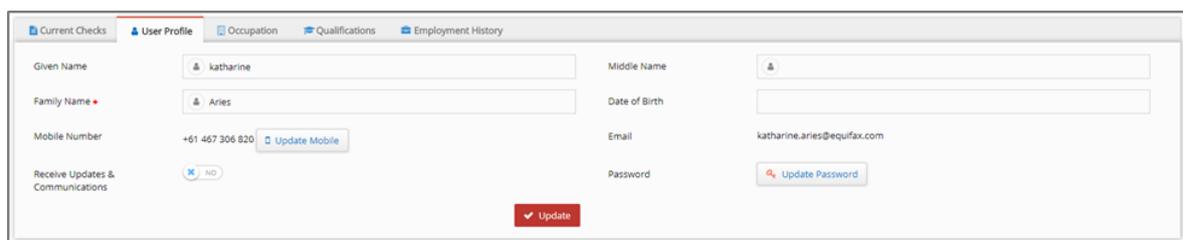
Once the password has been updated, you will be directed to your *fit2work* portal homepage.



Updating Your Profile

From your *fit2work* dashboard homepage you can:

- 1) Update your profile information through the User Profile. This information is always transferred to your *fit2work* application to save you time in completing your basic details section:

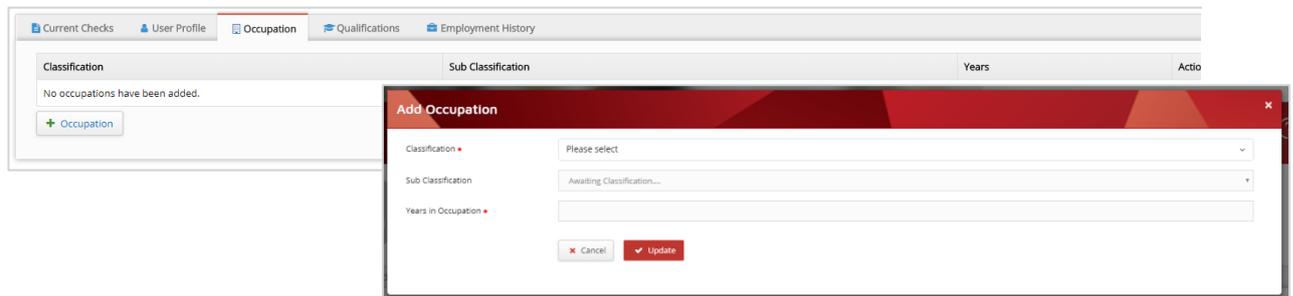


The screenshot shows the 'User Profile' update form with the following fields and options:

- Given Name:** katharine
- Middle Name:** (empty)
- Family Name:** Aries
- Date of Birth:** (empty)
- Mobile Number:** +61 467 306 820 (with an 'Update Mobile' button)
- Email:** katharine.aries@equifax.com
- Receive Updates & Communications:** NO
- Password:** (with an 'Update Password' button)
- Update:** A red button at the bottom center.

- 2) Update your profile to include information on your Occupation, Qualifications and Employment History. This information is not transferred to your *fit2work* application however you may find it useful to store these details on your *fit2work* User Profile to assist in completing future online job applications:

Occupation

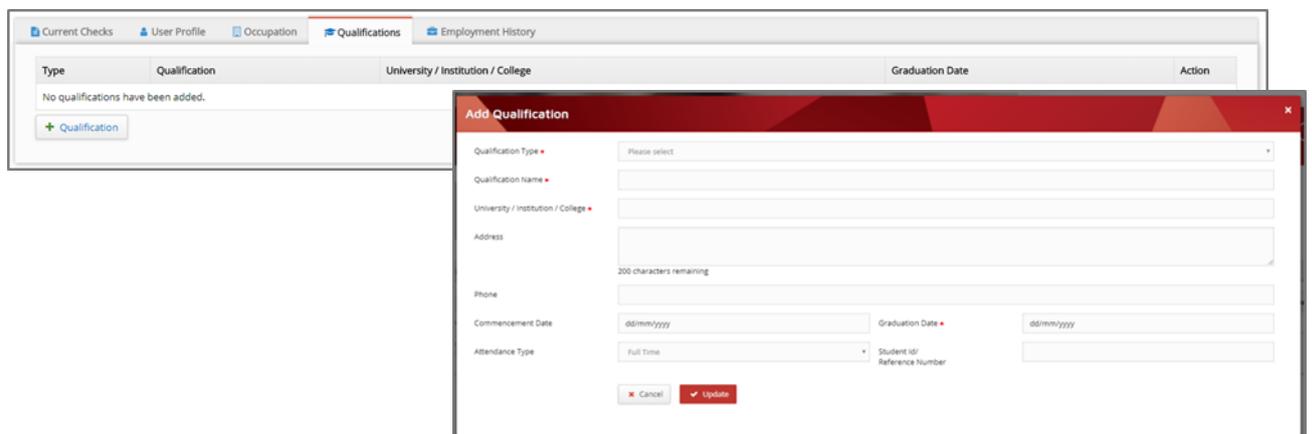


The screenshot shows the 'Occupation' management interface. At the top, there are navigation tabs: 'Current Checks', 'User Profile', 'Occupation', 'Qualifications', and 'Employment History'. Below the tabs is a table with columns: 'Classification', 'Sub Classification', 'Years', and 'Action'. The table is currently empty, with the message 'No occupations have been added.' and a '+ Occupation' button. An 'Add Occupation' modal form is open, containing the following fields:

- Classification: Please select (dropdown)
- Sub Classification: Awaiting Classification... (dropdown)
- Years in Occupation: (text input)

Buttons for 'Cancel' and 'Update' are at the bottom of the modal.

Qualifications

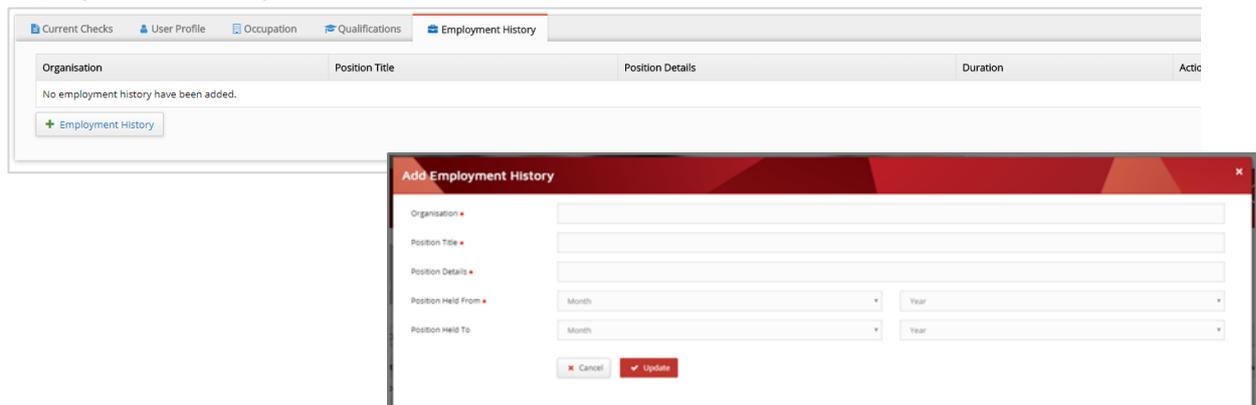


The screenshot shows the 'Qualifications' management interface. At the top, there are navigation tabs: 'Current Checks', 'User Profile', 'Occupation', 'Qualifications', and 'Employment History'. Below the tabs is a table with columns: 'Type', 'Qualification', 'University / Institution / College', 'Graduation Date', and 'Action'. The table is currently empty, with the message 'No qualifications have been added.' and a '+ Qualification' button. An 'Add Qualification' modal form is open, containing the following fields:

- Qualification Type: Please select (dropdown)
- Qualification Name: (text input)
- University / Institution / College: (text input)
- Address: (text input, 200 characters remaining)
- Phone: (text input)
- Commencement Date: dd/mm/yyyy (text input)
- Graduation Date: dd/mm/yyyy (text input)
- Attendance Type: Full Time (dropdown)
- Student ID / Reference Number: (text input)

Buttons for 'Cancel' and 'Update' are at the bottom of the modal.

Employment History



The screenshot shows the 'Employment History' management interface. At the top, there are navigation tabs: 'Current Checks', 'User Profile', 'Occupation', 'Qualifications', and 'Employment History'. Below the tabs is a table with columns: 'Organisation', 'Position Title', 'Position Details', 'Duration', and 'Action'. The table is currently empty, with the message 'No employment history have been added.' and a '+ Employment History' button. An 'Add Employment History' modal form is open, containing the following fields:

- Organisation: (text input)
- Position Title: (text input)
- Position Details: (text input)
- Position Held From: Months (dropdown), Year (dropdown)
- Position Held To: Month (dropdown), Year (dropdown)

Buttons for 'Cancel' and 'Update' are at the bottom of the modal.

Badges

fit2work operate a Badging system that allows candidates to hold a *fit2work* verification badge. Your *fit2work* badge can demonstrate to your potential employers that *fit2work* holds a certain level of verification data for you. This can save an employer from having to run certain pre-employment checks.

Fit2work's Badging System - Trust in an Instant

fit2work's profile badging system allows you to share your verified credentials with employers. Stand out from other applicants and prove that you are fit2work.

Each Badge includes the date issued and a unique ID number that can be verified independently via the fit2work website. The badge can be shared with your employer electronically via insertion into your resume or by sharing the badge image online.

 <p>GOLD SAMPLE AS AT: 01 JAN 1990</p>	<p>The Gold fit2work Badge indicates the highest standard of Background Screening:</p> <ul style="list-style-type: none"> • Current Clear Police Check within 6 months • Your Primary ID Document has been verified to the issuing source • Entitlement to work has been verified (Visa) • Primary Qualifications have been verified • Photo has been uploaded to your profile
 <p>SILVER SAMPLE AS AT: 01 JAN 1990</p>	<p>The Silver fit2work Badge includes the following:</p> <ul style="list-style-type: none"> • Current Clear Police Check within 6 months • Your Primary ID Document has been verified to the issuing source • Entitlement to work has been verified (Visa)
 <p>BRONZE SAMPLE AS AT: 01 JAN 1990</p>	<p>The Bronze fit2work Badge is predominately used by organisations that only require a valid Police Check:</p> <ul style="list-style-type: none"> • Current Clear Police Check within 6 months • Your ID Documents have been sighted by an authorised officer (i.e. fit2work processing personnel, HR admin at the employer that requested your last police check).
 <p>SAMPLE AS AT: 01 JAN 1990</p>	<p>The standard fit2work badge is allocated to all members where no police check is recorded, the police check is older than 6 months or the police check has an adverse finding on it. Other checks on the profile may still be valid. Completing required checks will reinstate the appropriate badge level.</p>

The  share badge option in the applicant portal allows candidates to insert their badge in to their resume to let employers know that they are 'fit2work'. By following the simple steps outlined in the Share Badge pop-up window you can do this quickly and easily:

Sharing my Badge

Insert your badge in to your resume to let employers know you are fit2work by following the simple steps below:

Right click on the badge image and select the appropriate "save as" option, to save a copy of the badge to your computer or device. You can then insert the badge into online profiles, or resume documents.

Common browsers:

- Microsoft Edge/Internet Explorer: "Save picture as"
- Chrome, Firefox, Safari: "Save image as..."



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AS AT: 05 JUL 2018

www.fit2work.com.au/verify

You can also use the "Email my Badge" option below to email a copy of your badge to an employer.
Please note that the email option will send your mobile phone number, name and badge to the email address provided to allow verification of your current badge status.

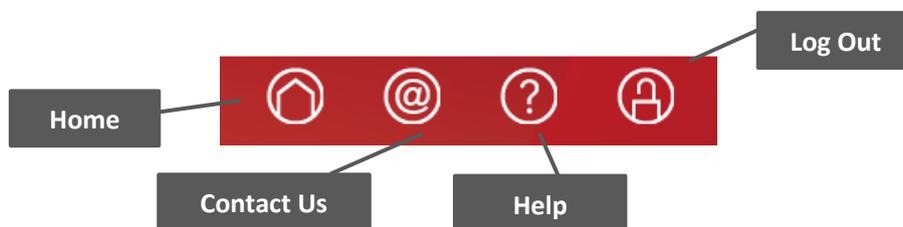
You also have the option to  upgrade the badge you hold – to increase the level of credentials fit2work can verify and hold on the system for you:

Upgrade your fit2Work credentials

	BRONZE SAMPLE AS AT: 01 JAN 1990	SILVER SAMPLE AS AT: 01 JAN 1990	GOLD SAMPLE AS AT: 01 JAN 1990
Current Clear Police Check within 6 months	✓	✓	✓
ID sighted but not verified	✓	—	—
Primary ID document verified to source	—	✓	✓
Entitlement to work (Visa)	—	✓	✓
Primary Qualifications Verified	—	—	✓
Mandatory Profile Photo	—	—	✓
	Upgrade	Upgrade	Upgrade

Dashboard Menu

In the top right-hand corner of your dashboard you have 4 options:



The Help Page contains all the frequently asked questions that will help you complete your application quickly and easily. The next section of the guide will run through how to complete your application so that an Authorised Officer at the Organisation you are applying for can verify the information you provide and send your application off for processing.

Completing your Check Application

For every check request you are sent you will see a new application row appear in your dashboard homepage:

Reference Number	Submission Date	Organisation	Check	Status
1360717	23/10/2018	Equifax Test	New Zealand Entitlement to Work International Bankruptcy Check (United Kingdom) International Credit History Check (United Kingdom)	Employee To Complete Employee To Complete Employee To Complete
1360702	22/10/2018	Equifax Test	NZ Ministry of Justice Criminal Check New Zealand Driver Licence New Zealand Directorship New Zealand Bankruptcy New Zealand Banned & Disqualified New Zealand Credit Check	Employee To Complete Employee To Complete Employee To Complete Employee To Complete Employee To Complete Employee To Complete



To complete the application simply click on the  icon in the action column. This will take you to a new section of the portal where you can safely and securely complete the required information (mandatory fields will be marked with a red asterisk*).

Step 1 – Complete your Basic Details



Mandatory Fields* may include:

- First Name
- Surname
- Date of Birth
- Birth Country
- Birth State
- Gender
- Email
- Birth Place
- Current Address
- Overseas Stays

*Mandatory fields may change depending on the checks that have been requested as part of your application.

Once completed simply click 

Step 2 – Complete any Additional Details



In this step you must confirm if you have ever been known by another name or alias (this could be an anglicised version of your name or a married or maiden name):

Additional Details

Previous/Alias Names   I have previous/alias names Yes No

Previous/Alternate Address   I have lived in the same address for 5 years Yes No

If you have not lived at the address, you gave in the previous tab you must supply all other residential address held in the last 5 years.

Step 2a – Upload the required ID Documents

In this section you must provide the required ID for the check to be processed. The *fit2work* portal is a dynamic system that will prompt you to select and provide the appropriate ID for the checks requested.

Identity Documents

We require a clear copy of your Passport in order to complete your check. Please upload a copy of your Passport below.

Document type	Details	Status	Action
No document has been added.			

[+ Add ID documents](#)

[← Previous](#)
[Save and Exit](#)
[Next](#)

It will also provide you with some details on the ID requirements to ensure that the identification that you provide will be sufficient in order to process the check.

Note: Expired Identity Documents are not accepted.

Once you have uploaded the documents click [Next](#) →

Step 3 – Add Required Check Specific Information

For some checks, you may need to provide further details or supporting documentation in order for the check to be successfully submitted and completed.

The screenshot below shows you the additional data requirements for a New Zealand Driver Licence Check, Credit Check and the specific consent Digi-sign box for the Ministry of Justice Check.

Check Details

[1 Create Check](#)
[2 Basic Details](#)
[3 Additional Details](#)
[4 Check Details](#)
[5 Review](#)

New Zealand Driver Licence Check Details

Driver Licence Number	Licence Class	Expiry Date	Action
No licence has been added.			

[+ Add Driver Licence](#)

International Criminal History Check

NZ Ministry of Justice Criminal Check

New Zealand Consent

I authorise the Criminal Records Unit, Ministry of Justice, to release a copy of my criminal convictions, subject to section 7 of the Criminal Records (Clean Slate) Act 2004, to the third party.

Sign with your mouse in the space above to agree to the New Zealand specific consent

New Zealand Credit Check

Home Telephone Number

Driver's Licence Number

Driver's Licence Version

Most recent NZ address

Address Auto Fill

Unit Number

Street Number

Step 4 – Review your Application

The final step is to review the details you have provided in the application:

[1 Create Check](#)
[2 Basic Details](#)
[3 Additional Details](#)
[4 Review](#)

Basic Detail									
Given Name	Katharine								
Middle Name									
Family Name	Aries								
Date of Birth	08/01/1989	Gender	Female						
Birth Country	United Kingdom								
Email	katharine.aries@equifax.com								
Mobile phone	+61 467 306 820								
Current Residential Address									
Unit Number	Unit 9								
Street Number	24-26	Street	Clara Street						
Suburb	Erskineville	Country	Australia						
State	NSW	Postcode	2043						
Overseas Stay									
Citizenship	Are you a citizen of New Zealand? No								
Overseas Stay	Have you lived overseas for greater than 1 months over the last 1 years? No								
Additional Details									
Previous/Alias Names	<table border="1"> <thead> <tr> <th>Name type</th> <th>Name</th> <th>Date of change</th> </tr> </thead> <tbody> <tr> <td colspan="3">No previous names have been added.</td> </tr> </tbody> </table>			Name type	Name	Date of change	No previous names have been added.		
Name type	Name	Date of change							
No previous names have been added.									
Previous/Alternate Address	<table border="1"> <thead> <tr> <th>Address type</th> <th>Address</th> <th>Date of stay</th> </tr> </thead> <tbody> <tr> <td colspan="3">No previous address have been added.</td> </tr> </tbody> </table>			Address type	Address	Date of stay	No previous address have been added.		
Address type	Address	Date of stay							
No previous address have been added.									
Identity Documents									
Document type	Details	Status	Action						
Passport	123456789 (Private) (New Zealand)	Not sighted							
New Zealand Driver Licence Check Details									
Driver Licence	Driver Licence Number	Licence Class	Expiry Date						
	12345671	d	10/10/2020						
International Criminal History Check									
NZ Ministry of Justice Criminal Check									
New Zealand Consent	<p>I authorise the Criminal Records Unit, Ministry of Justice, to release a copy of my criminal convictions, subject to section 7 of the Criminal Records (Clean State) Act 2004, to the third party.</p> <p>NewZealand_Consent_Form.pdf </p>								

Step 4a – Sign the Digital Consent Form

Depending on the checks ordered, you may need to sign more than one digital consent form. Depending on the check type, the system may direct you to download, print, sign and reupload a paper consent form. Please read the consent notice(s) and –using your mouse – sign in the allocated box, making sure not to let any part of the signature come outside the box.

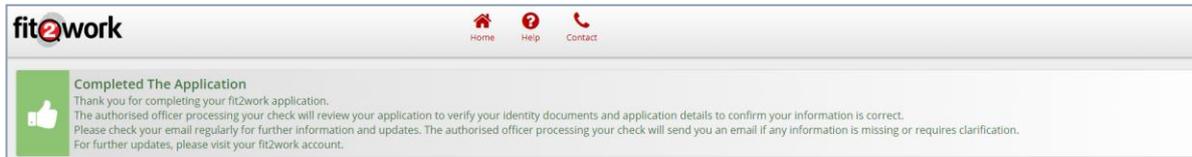
Consent	
General	<p>Our information services are provided in accordance with our standard Terms of Supply accessible at www.mercury.com.au/termsandsupply and the fit2work SOW accessible at www.mercury.com.au/fit2workSOW (collectively, the "terms and conditions").</p> <p>I, Katharine Aries, by submitting this application to Equifax Australasia Workforce Solutions Pty Limited (fit2work), confirm that</p> <ol style="list-style-type: none"> 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).
NZ Ministry of Justice Criminal Check	I, Katharine Aries, hereby consent to Equifax Test (fit2work.com.au) using my personal details for check NZ Ministry of Justice Criminal Check.
New Zealand Driver Licence	I, Katharine Aries, hereby consent to Equifax Test (fit2work.com.au) using my personal details for check New Zealand Driver Licence.
New Zealand Directorship	I, Katharine Aries, hereby consent to Equifax Test (fit2work.com.au) using my personal details for check New Zealand Directorship.
New Zealand Bankruptcy	I, Katharine Aries, hereby consent to Equifax Test (fit2work.com.au) using my personal details for check New Zealand Bankruptcy.
New Zealand Banned & Disqualified	I, Katharine Aries, hereby consent to Equifax Test (fit2work.com.au) using my personal details for check New Zealand Banned & Disqualified.
New Zealand Credit Check	<p>This consent allows Equifax Australia Workforce Solutions Pty Limited (fit2work.com.au) ("Equifax Australia") and Equifax New Zealand Information Services and Solutions Limited ("Equifax NZ") to obtain a record of your credit history on your behalf in order to conduct a pre-employment check for a position involving significant financial risk.</p> <p>I, Katharine Aries, hereby authorise Equifax Australia as the agent of Equifax Test to obtain from Equifax NZ a record of my credit history in order to conduct a pre-employment check for a position involving significant financial risk. I understand that you will give my personal information to Equifax NZ. Equifax NZ will hold that information on their systems and use it to provide their credit reporting services, and that when other Equifax NZ customers use their credit reporting service, Equifax NZ may give my information to those customers.</p>
Signature	<div style="border: 1px solid black; padding: 5px; text-align: center;">  <p>Sign with your mouse in the space above to agree to the consents listed above Clear</p> </div>

Once you have signed the form click



The authorised officer processing your check will review your application to verify your identity documents and application details to confirm they have all the required information to submit your check for processing.

Please check your email regularly for further information and updates as the authorised officer processing your check will send you an email if any information is missing or requires clarification.



fit2work Home Help Contact

Completed The Application
Thank you for completing your fit2work application.
The authorised officer processing your check will review your application to verify your identity documents and application details to confirm your information is correct.
Please check your email regularly for further information and updates. The authorised officer processing your check will send you an email if any information is missing or requires clarification.
For further updates, please visit your fit2work account.