Requesting Checks With Written Consent Form

Once you have logged in to *fit2work* you can request a NZ Ministry of Justice Criminal Check and other background checks available through your account.

Separate consent must be obtained for every check submitted through *fit2work*, even if it is on the same applicant within a short period.

Creating a check request

Click on **Create** in your *fit2work* dashboard:

1 Basic Details

Enter the personal details of the candidate who requires the check:

In cases where applicants have a single name/no given name, select and insert their full name into the 'Family Name' section.

If you are completing the candidate portion of the check application, you do not need to provide an email address for the candidate unless you would like to check if the candidate has a *fit2work* badge. If so upon their permission, you will be able to access and view their verified *fit2work* background checking results.

For more information on badging see below, or download a copy of the *fit2work* badging brochure available on your *fit2work* dashboard **Help** tab.

2. Select Check Types

Badges

fit2work have created New Zealand's first identity and screening badging system. This system allows *fit2work* to hold verification confirmation on the system for candidates who hold a valid *fit2work* badge. All valid *fit2work* badges contain a police check conducted within a 6-month period which gives you assurance that the candidate does not have recent criminal records. Therefore, these candidates will be encouraged to renew their badges or checks every 6 months.

Badging provides an unsurpassed level of confidence in individual bona fides, can save time in the verification and screening process and can prevent unnecessary duplicate checks.

If your candidate has a *fit2work* badge, simply select the appropriate badge level from the options:

In order to enable the Silver and Gold badges you are required to opt in for DVS checks(electronic ID verification). For further information please contact our Account Management team via email:Account.Management@fit2work.com.au

Packages

A check package is simply a group of predefined checks. From the Packages dropdown an AO can select what check package they would like to order for this particular candidate. This removes the need to manually select multiple individual checks as outlined in the step below.

Manual Check Selection

Select the checks you would like to conduct by clicking on the checkbox. Once you have selected a type of check (or multiple), the checkbox will go blue and say 'yes', confirming the check has been selected.

Note: Depending on your organisation's requirements - which are determined during the contractual agreement - some check types may be unavailable. However, you are always welcome to contact our Support or Account Management team to activate new check types for your Organisation's consumption.

3. Office Use Information (where necessary)

Field Name	Description
Work Group	This is a way in which you and your organisation can categorise checks (i.e. a hiring drive for a particular campaign, project or contract, site locations, departments).
Employee Number	If the applicant is an employee, an employee ID/number can be entered for future reference, however is not mandatory.
Position Title	This allows you to capture the position the candidate has been offered/ holds or has applied for. This can be made mandatory per your Organisation's direction.
Check Type	Here you can specify if the check is a new check or a renewal.
Reminder Date	Entering a reminder date will trigger an automatic email sent to the Authorised Officer's account notifying them that this particular candidate's renewal check is due. An email notification will be sent out to the Authorised Officer one month prior to the date listed in the reminder section, to remind the AO to request the renewal check for the candidate if required.
Internal Comments	This text box can be used to record any comments or important notes. This information will be available only for Authorised Officers and will not be shared with the applicant. Comments are for internal use only and will not be viewable by the applicant.

Job Reference	This allows you to capture the reference number for the job the candidate has been offered/ holds or has applied for. This can be made mandatory per your Organisation's direction.

4. Completion method

Select 'The applicant has completed a hand-written consent form':

Then double check all the information entered before clicking .
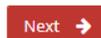
Complete the Candidate Information

Complete their Basic Information

Complete the outstanding candidate information, including their Date of Birth, Birth Country, Email Address, Gender and Birth Place. Please ensure the name and date of birth entered on the application matches the information shown on the applicant's ID.
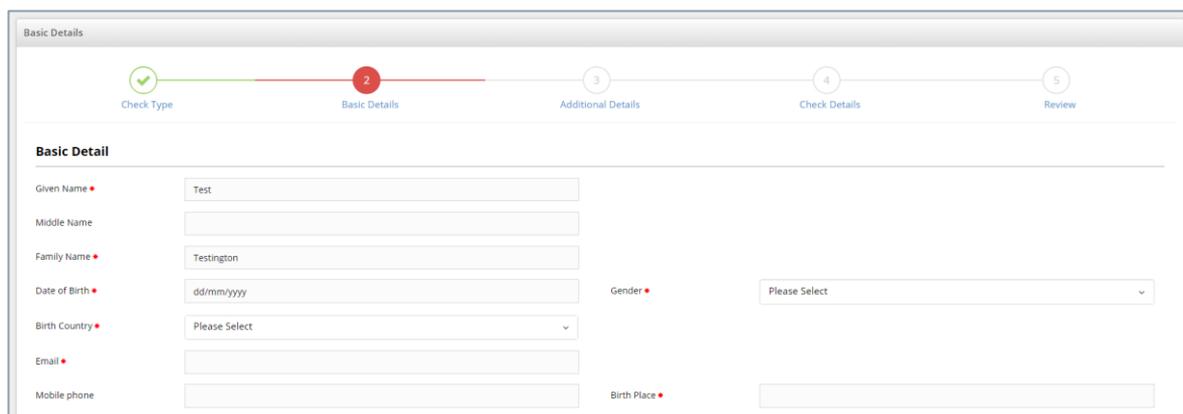
Note: *The Birth State Field will appear and will also need to be selected from the dropdown, if Australia is selected.*

Current Residential Address

When entering addresses, you can select between entering the address details in the address auto fill or by manually entering this information in the boxes provided. Simply start typing the address in the address auto fill box and select the address from the drop-down menu. Not all addresses will come up on the auto fill option.

Click to move onto the Additional Details tab.

Complete the Additional Information

Additional Details

If an applicant has been known by a previous name or alias, enter their previous name in the **'Previous/Alias Names'** field:

As part of *fit2work*'s policies, we ask applicants if they have stayed in their current address for the last 5 years (10 years for International checks). If the applicant selects the tick-box, they will be required to enter their additional address history in the 'Previous/ Alternate Address' field. As such if you are completing the application you must provide those additional addresses:

Note: The more additional information added, the greater the chance for a result to be returned quicker if the check has been referred for manual processing.

Identity Documents

In this section you must provide the required ID in order for the check to be processed. The preferred ID is a valid Passport however a valid Drivers Licence combined with the upload of a Birth Certificate or Citizenship Certificate can also be accepted.

The *fit2work* portal is a dynamic system that will prompt the AO or candidate to select and provide the appreciate ID for the checks selected.

The ID documents must either be certified by an authorised person (such as a JP or Medical Practitioner) or verified by an authorised member within the organisation. *fit2work* therefore assume that the selected and uploaded ID Documentation meets the verification requirements and therefore the status of each document will automatically update to *Sighted.*

Complete the Check Details

Here you will need to confirm the necessary details required for the various checks requested. The screenshot below shows you the additional data requirements for a New Zealand Driver Licence Check:

Office Use

In this section you can check those Office details added in Step 1 - Basic Details. Here you may choose to upload any consent forms returned by the candidate for your record keeping purposes.

Field Name	Description
Work Group	Work Group is a field used to categorise checks (i.e. a hiring drive for a particular campaign, project or contract, site locations, departments).
Employee Number	If the applicant is an employee, an employee ID/number can be entered for future reference, however is not mandatory.
Position Title	This allows you to capture the position the candidate has been offered/ holds or has applied for. This can be made mandatory per your Organisation's direction.
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Job Reference	This allows you to capture the reference number for the job the candidate has been offered/ holds or has applied for. This can be made mandatory per your Organisation's direction.

To review the check application, click **Next →** .

Review

The final step is to review the entire candidate and check information. Ensuring this information is accurate reduces like likelihood of manual processing being required.

Note: Please thoroughly review the details entered for the applicant before submitting the check. Once checks have been submitted past this stage, your ability to modify the content is reduced and your organisation will be charged for the cost of the check when it is submitted for processing.

Click **✔ Submit Selected Checks** to submit the checks for processing.