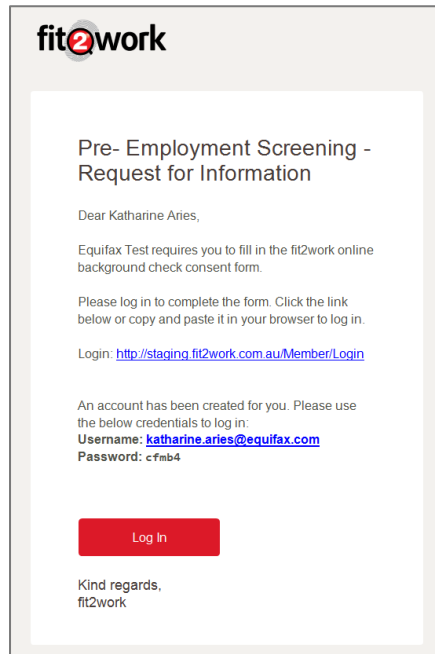
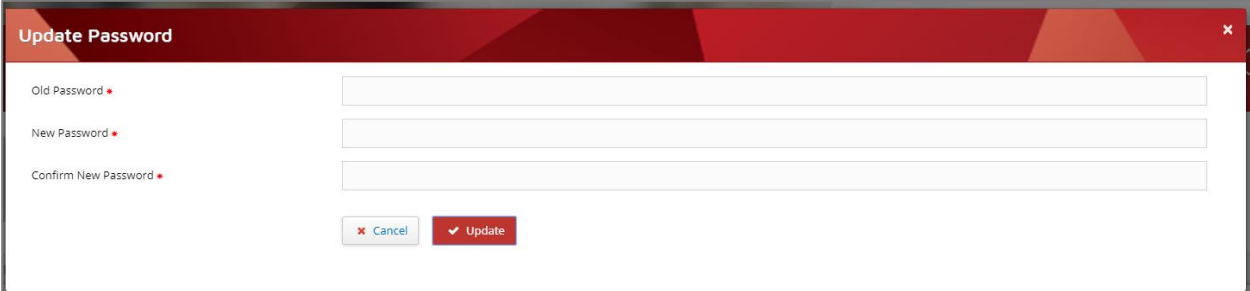


Applicant Portal- The Candidate Experience

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:

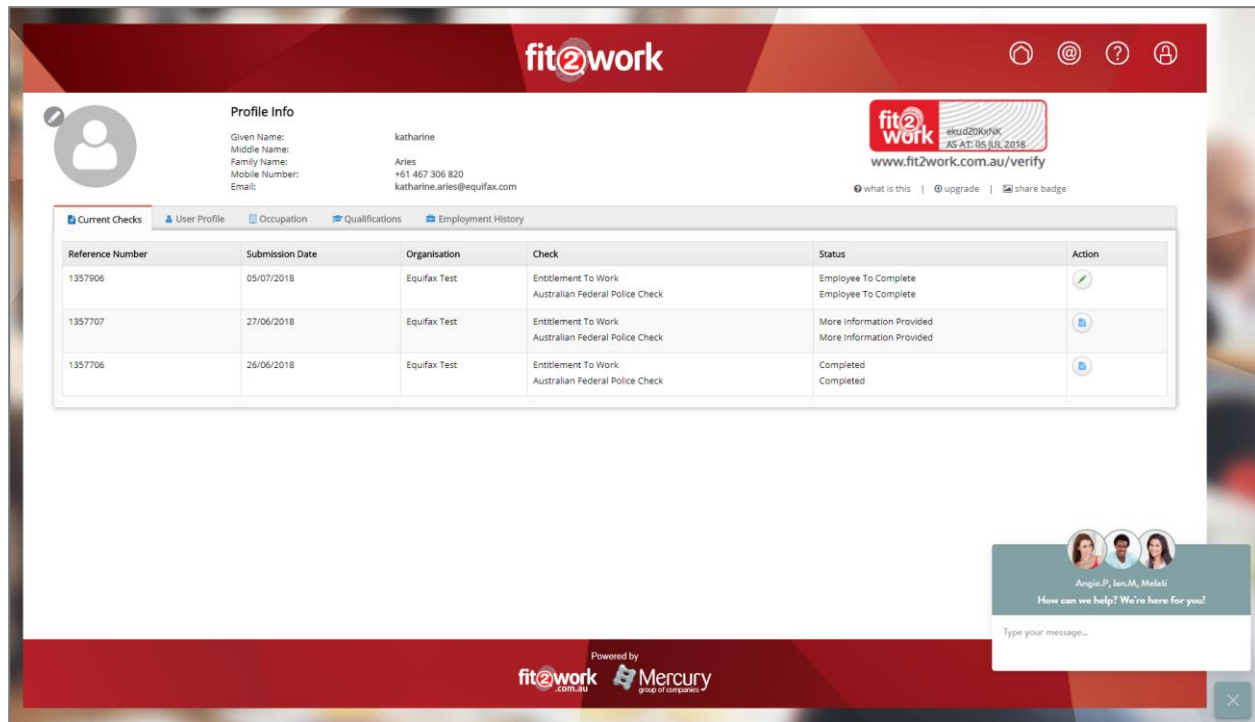


As with the example above you will be provided with a Username and Temporary Password, which you will be prompted to update when you login for the first time:



The image shows a web form titled "Update Password". It has three input fields: "Old Password", "New Password", and "Confirm New Password". Below the fields are two buttons: "Cancel" and "Update".

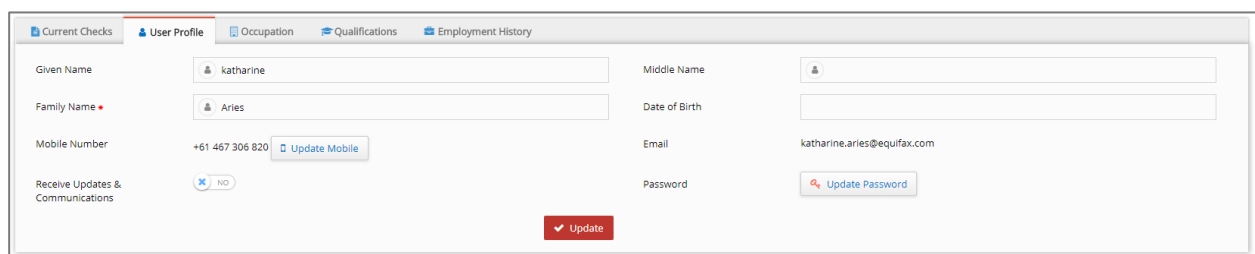
Once the password has been updated, you will be directed to your *fit2work* portal homepage.



Updating Your Profile

From your fit2work dashboard homepage you can:

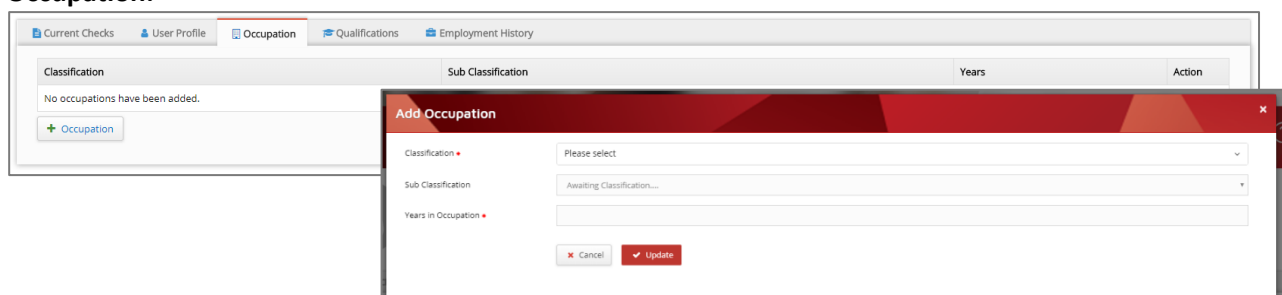
- 1) Update your profile information through the **User Profile**. This information is always transferred to your *fit2work* application to save you time in completing your basic details section:



The screenshot shows the 'User Profile' form. It has tabs for 'Current Checks', 'User Profile', 'Occupation', 'Qualifications', and 'Employment History'. The 'User Profile' tab is active. The form contains fields for: Given Name (katharine), Middle Name, Family Name (Aries), Date of Birth, Mobile Number (+61 467 306 820), Email (katharine.aries@equifax.com), Password, and a 'Receive Updates & Communications' toggle set to 'NO'. There are 'Update Mobile' and 'Update Password' buttons, and a red 'Update' button at the bottom.

- 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' form and its modal dialog. The main form has tabs for 'Current Checks', 'User Profile', 'Occupation', 'Qualifications', and 'Employment History'. The 'Occupation' tab is active, showing a table with columns: Classification, Sub Classification, Years, and Action. Below the table is a '+ Occupation' button. The modal dialog, titled 'Add Occupation', has fields for: Classification (Please select), Sub Classification (Awaiting Classification...), and Years in Occupation. There are 'Cancel' and 'Update' buttons at the bottom of the modal.

Qualifications:

Current Checks | User Profile | Occupation | **Qualifications** | Employment History

Type	Qualification	University / Institution / College	Graduation Date	Action
No qualifications have been added.				

[+ Qualification](#)

Add Qualification

Qualification Type: Please select

Qualification Name:

University / Institution / College:

Address:

Phone:

Commencement Date: Graduation Date:

Attendance Type: Full Time Student ID / Reference Number:

[Cancel](#) [Update](#)

Employment History:

Current Checks | User Profile | Occupation | Qualifications | **Employment History**

Organisation	Position Title	Position Details	Duration	Action
No employment history have been added.				

[+ Employment History](#)

Add Employment History

Organisation:

Position Title:

Position Details:

Position Held From: Month Year

Position Held To: Month Year

[Cancel](#) [Update](#)


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.




The Gold *fit2work* Badge indicates the highest standard of Background Screening:

- 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




The Silver *fit2work* Badge includes the following:

- 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)




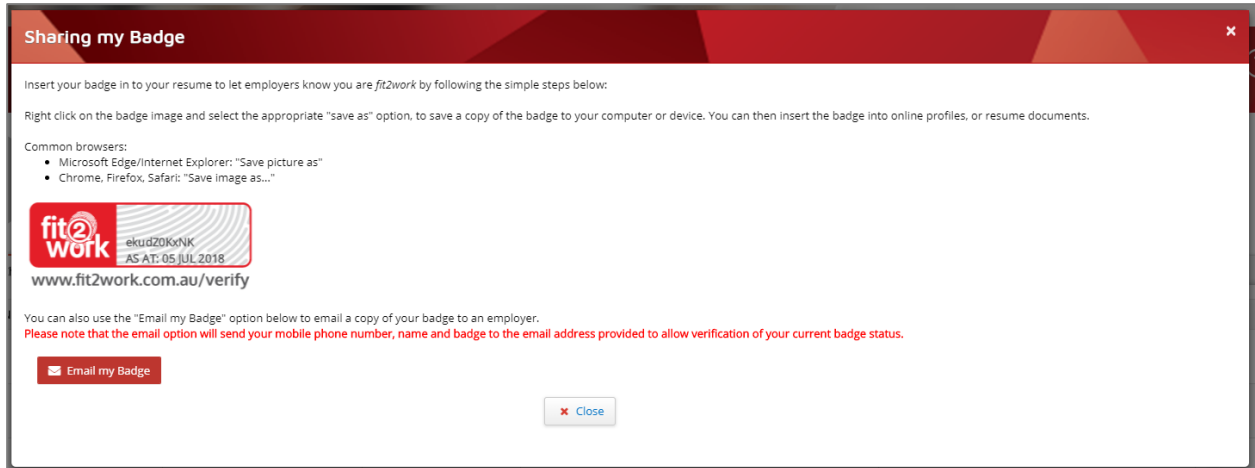
The Bronze *fit2work* Badge is predominately used by organisations that only require a valid Police Check:


- 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).

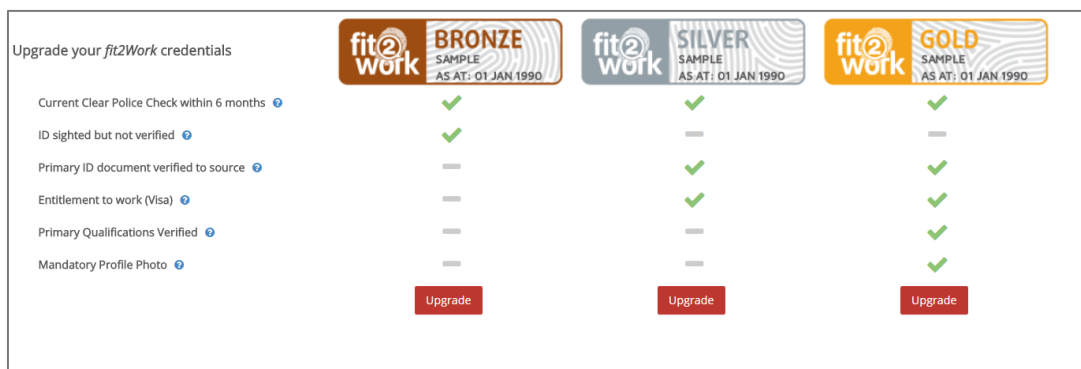


The standard *fit2work* badge is allocated to all members where no police check is recorded, the police check is older than 6 months or the police check has an adverse finding on it. Other checks on the profile may still be valid. Completing required checks will reinstate the appropriate badge level.

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:

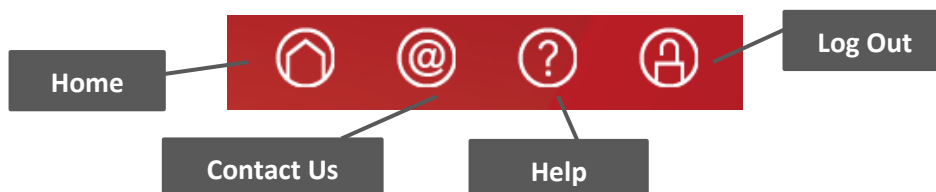


You also have the option to  upgrade the badge you hold – to increase the level of credentials fit2work can verify and hold on the system for you:



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	Action
1357906	05/07/2018	Equifax Test	Entitlement To Work Australian Federal Police Check	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
- Current Address State

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

Once completed simply click



Next →



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 in order for the check to be processed. **FOUR** forms of ID from the table below are required, from **THREE** categories:

- **ONE** Commencement of ID Document
- **ONE** Primary Use in the Community Document
- **TWO** Secondary Use in the Community Documents

In all instances, the combination of identity documents must contain at minimum your **full name, date of birth and a photograph**. Only **ONE** of the documents provided **must contain a photo**.

If none of your documents contain a photo, you must submit a certified passport-style photograph certified by a person listed [here](#):


Commencement of ID Documents	Primary Use in Community Documents
<ul style="list-style-type: none"> • Australian Passport (P) • Australian Visa • Australian Birth Certificate • ImmiCard (P) • Document of Identity issued by DFAT (P) • Evidence of Residence status • Certificate of Identity issued by DFAT to refugees and non-Australian citizens for entry to Australia 	<ul style="list-style-type: none"> • Australian Drivers Licence (P) • Australian Marriage Certificate • Overseas Passport (P)** • Proof of Age or Photo ID Card issued by AU Government (P) • Shooters or Firearms Licence (P) • Student ID Card (U18) (P)
Secondary Use in Community Documents	
<ul style="list-style-type: none"> • Medicare Card • Enrolment with the Australian Electoral Commission • Document of Identity issued by DFAT (P) • Foreign Government Issued Documents (P) • Security Guard / Crowd Control Licence (P) • Evidence of Right to an Australian Government Benefit • Consular Photo Identity Card (P) • Police Officer Photo Identity Card (P) • Credit Card • Australian Government Photo ID Card (P) • Trusted Referees Report 	<ul style="list-style-type: none"> • Aviation Security Identification Card (P) • Bank Card • Maritime Security Identification Card (P) • Credit Reference Check • Australian Tertiary Student Photo Identity Document (P) • Australian secondary student photo identity document (P) • Certified Academic Transcript from an Australian University • Convention Travel Document Secondary (P) • Australian Defence Force Photo ID Card (P) • Certificate of Identity issued by DFAT
<p><i>(P) Document contains photograph</i></p> <p>**Overseas Passport – If an Overseas Passport is selected as Primary Use ID, a current Australian Visa MUST be included. A Visa Entitlement Verification Online (VEVO) printout is an accepted record of current visa status. The combination of these two criteria is regarded as one document. The Australian Visa document can be used simultaneously for the applicant’s Commencement of ID requirement.</p>	

Certified ID isn’t required if copies of your ID can be provided using the *fit2work* selfie function, where you are asked to take a photo of yourself holding one of your photo IDs.

If you provide identity documents using a former name, such as a maiden name, you must provide evidence of the name change in addition to the four identify documents, such as a name change certificate or marriage certificate.


Also be advised that expired identity documents will no longer be acceptable


The fit2work portal is a dynamic system that will prompt you to select and provide the appropriate ID for the checks requested. 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.


Once you have uploaded the documents click  .


Step 3 – Review your Application

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


Create Check


Basic Details


Additional Details


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

Additional Details



Previous/Alias Names 

Name type	Name	Date of change
No previous names have been added.		

Previous/Alternate Address 

Address type	Address	Date of stay
No previous address have been added.		

Identity Documents

Document type	Details	Status	Action
Passport	1234567 (Private) (Australia)	Not sighted	
Licence	1234567 (Drivers) (NSW)	Not sighted	

Step 3a – 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 as required. 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

- I, KATHARINE ARIES, hereby consent to EQUIFAX TEST (t/ia fit2work.com.au) using my personal details to conduct any of the following Checks.
- I acknowledge and I am aware exclusions from spent convictions legislation may apply to some categories of NPCs.
- The personal information I have provided on this form (including fingerprints if supplied) relates to me and is correct.
- I acknowledge the details contained on this form, including fingerprints where relevant, will be forwarded to the AFP, ACIC, and/or the Police Services of the States or Territories of the Commonwealth of Australia.


Entitlement To Work

I KATHARINE ARIES, hereby consent to EQUIFAX TEST (t/ia fit2work.com.au) using my personal details for check ENTITLEMENT TO WORK

Australian Federal Police Check

I KATHARINE ARIES, hereby consent to EQUIFAX TEST (t/ia fit2work.com.au) using my personal details for check AUSTRALIAN FEDERAL POLICE CHECK

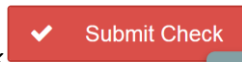
Signature *



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

Checks To Be Performed

Entitlement To Work
Australian Federal Police Check



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 Katharine Aries

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.