On demand background and probity check overview.

WorkPro

welcome.

Trusted by Government and thousands of companies, **WorkPro is the preferred choice to easily manage and administer background checks.**

Since 2010, businesses across Australia and New Zealand have relied on WorkPro to deliver affordable background checks, reliable technology, and live support to create a robust and consistent screening program.

WorkPro enables business to conveniently curate background and probity checking packages to suit a candidate, role, project or an entire workforce.

Take advantage of a suite of local and international checks from a single online platform which easily allows a candidate to complete all of the necessary checks within a few minutes, and rely on the power of WorkPro's third party integrations to return independently validated data.

Utilise WorkPro as a stand-alone background checking service or take advantage of partner integrations to deliver a seamless experience, reduce double-handling of information, and dovetail easily in to a recruitment or HR program for full transparency and informed decision making.

One Powerful, Convenient Platform.

✓ Access local & global checks on demand, no lock in contracts

✓ Fast, official responses from Government databases

✓ Order, track & manage requests from one dashboard

✓ Easy 3-step application for a great candidate experience

✓ Mobile friendly

✓ Outsource the administration to WorkPro & meet compliance standards

✓ Billing monthly in arrears and volume discount opportunities

✓ Schedule periodic re-checks

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01

Criminal History Checks.

Australian Police Check

WorkPro offers direct access to the national database that reveals any relevant criminal history information, or disclosable court outcomes.

Accredited by the Australian Government, WorkPro offers a simple and consistent 3-step online process to administer checks.

– 30-minute turnaround time

– The flexibility to choose who pays for the check

– The option to outsource the administration of the process to WorkPro with status updates to your dashboard

– The option to schedule periodic re-checks

New Zealand Ministry of Justice Check

WorkPro offers direct access to the NZ Ministry of Justice database, providing a flexible and convenient process to reveal criminal history and traffic convictions.

The platform provides a configurable workflow with the ability for employers to choose a service option per check to suit their budget and business. The integration with the NZ Ministry of Justice provides a streamlined experience for candidates, a guaranteed 4-day turnaround and timely alerts for greater control of candidate completion.

Global Sanctions & Watchlist Check

A search of global sanctions lists, politically exposed persons (PEP) lists, global terrorist names list and global serious financial criminals list is conducted.

This search can assist in compliance with Anti-Money Laundering (AML) and Counter Terrorism Financing (CTF) legislation.

Records date back at least 10 years and the database is updated every 2 hours. Sanction updates are monitored 24 hours a day and releases occur within 24 hours ensuring that the data that is released is the most current.

The search accesses a global compliance database made up of records of information of more than some 1,600,000 individuals and entities, in around 40 different languages.

Categories for crimes covered in the search:
- Extortion
- Forgery
- Fraud/Embezzlement/Theft
- Tax evasion / Tax fraud
- Insider Trading & Market Manipulation
- Money Laundering
- Terrorism and Organised Crime

Working with Children & Vulnerable People Check

The Working with Children Check or Vulnerable People check is a screening process for assessing or re-assessing people who work with or care for children and the most vulnerable in the community to protect them from harm.

WorkPro has mapped out each State's requirements, and designed a simple online workflow that allows employers to request a candidate to apply for or upload a current check.

Additionally, receive timely alerts for impending expiries and re-schedule periodic re-checks of the card against the State database in a timeframe that suits the business.

Basic Work Checks.

Citizenship and Work Rights Check

WorkPro's online service enables businesses to collect, validate and monitor work rights from one dashboard.

WorkPro's online service enables businesses to collect and validate Australian citizenship and instantly check, monitor, and automate re-checks from a single dashboard.

- Request and collect citizenship evidence centrally
- For Australian citizenship, configure the system to request additional identity evidence for a strong audit trail
- For non-Australian citizenship, instantly check one or hundreds of candidates using our seamless integration with the Department of Home Affairs VEVO database.
- Schedule periodic auto-rechecks
- One dashboard to easy manage expiries and auto re-checks
- Formal certificate for every check

Reference Check

A reference check builds a qualitative candidate profile to confirm a person's character and fit for a particular role.

In partnership with Referoo, WorkPro offers businesses the opportunity to take advantage of the technical capability of the Referoo platform, seamlessly integrated with WorkPro.

- Simple 2-step process to send a reference check to a candidate
- Automated candidate alert for outstanding tasks
- Mobile friendly
- Instant status updates
- Convenient payment options
- Full disclosure report

Finance and Business Checks.

Bankruptcy Check

An online search of the Insolvency and Trustee Service database reveals any bankruptcy records.

Details revealed includes name and address, occupation and business name, date declared and discharge date, action type and overall summary.

Financial Regulatory Check

An online search determines if a candidate has been banned and disqualified from working in Financial Services. In Australia, Financial Services candidates may be regulated by ASIC or APRA.

The database is checked online and a fee is charged per search (e.g. for an APRA AND ASIC search, there would be 2 charges).

For international candidates or individuals that have worked overseas in Financial Services, a search of the relevant country database will be conducted.

Credit Check

An online search of an Australian or New Zealand Credit Bureau which reveals the candidate's bankruptcy, judgements, and summons record. It is NOT a full credit report.

The search conducted includes the last 7 years of information.

CV Validation Checks.

Qualification Check

A qualification check validates the attainment of an academic qualification directly with the Institute and provides a final report as part of the verification. This check is available locally and globally.

Employment History Check

This check involves WorkPro contacting the HR or Payroll Department to verify quantitative details of the candidate's employment history.

Details collected include dates of employment, positions held, details of any promotions, last salary, any bonuses, the name of the previous line manager, reason for leaving and eligibility for re-hire.

Typically, the employment period able to be sought is up to 7 years. For Directorship or Senior Executives, this may extend beyond 10 years.

The verification process is managed via telephone, fax, email or directly with the employer.

Learn more at

workpro.com.au

We make workforce compliance simple.

WorkPro