

CANDIDATE GUIDE TO COMPLETING A PROBITY CHECK

There are a number of ways to complete a Probity Check:

- you will receive an email request to complete the check
- you will physically be provided a single use Token and a web address to sign-in to complete the application
- an employer will complete the application on your behalf on-line, and you will be expected to provide ID and sign and date the application prior to the check being processed.

Option 1: Receiving an email and Token or being given a web address.

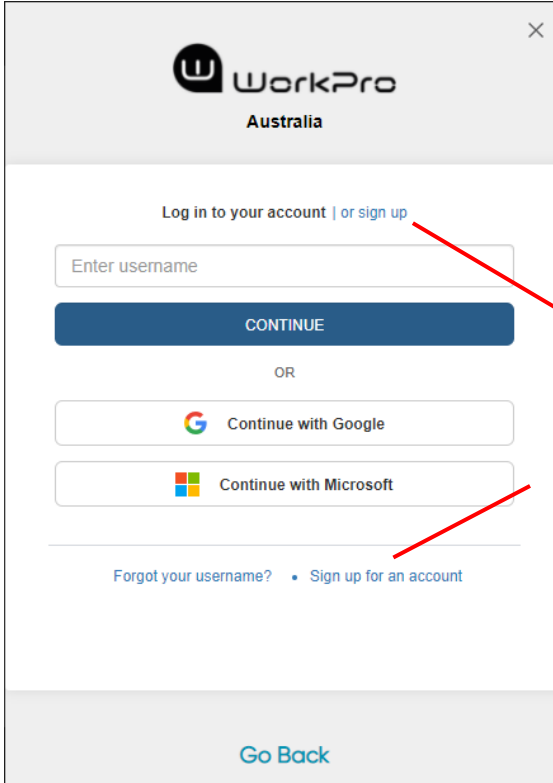
Step 1: Login or Sign Up

If you are sent an email/text request, click on the link in the email **OR** go to www.workpro.com.au, 'Login/Sign Up' and choose the Country/Region (AUS or NZ).

If you are not yet registered for WorkPro, 'sign up for an account'.

If you already have a WorkPro account, enter your existing Username OR 'Continue with Google or Microsoft'.

If you do not have a WorkPro account, 'sign up for an account'.



Choose this option if you have not used WorkPro before

When you have signed up and/or logged in, enter the single use Token and 'Continue'.

Hi Casey, welcome to WorkPro!

Your username is casey_evans1

What would you like to do today?

- Start a new session.**
You've been requested to complete some tasks and have a new Token to use.

Where's my Token?
- Resume a session.**
You've already used your Token, but still have tasks to complete.
- View your Profile.**

[CONTINUE](#)

Select 'Background Checks' from the left-hand side of the screen, then 'Start' for each check that is requested.

The screenshot shows the WorkPro interface. On the left is a navigation menu with 'Background Checks' selected. The main content area is titled 'Background Checks' and shows a table of 7 requested checks. Each row has a 'START' button. A red box highlights these buttons.

Check Type	Requested By	Request Date
Credit Check	WorkPro	14/09/2021
Working with Children/Vulnerable People Check	WorkPro	08/09/2021
Citizenship & Work Rights Check	WorkPro	07/09/2021
Australian Police Check	WorkPro	07/09/2021
Ministry of Justice Check	WorkPro	07/09/2021
Directorship Check	WorkPro	07/09/2021
Financial Regulatory Check	WorkPro	07/09/2021

Step 3 – Uploading ID and Providing Electronic Consent

As part of a probity check, it is necessary for you to upload a Government issued photo ID and sign electronically so we can confirm your identity.

Once you have submitted your application, the requesting organisation will be sent an email notification to view and process the application.

