

ADMINISTERING NEW ZEALAND MINISTRY OF JUSTICE CHECKS

WorkPro offers flexible options to administer your Ministry of Justice Checks.

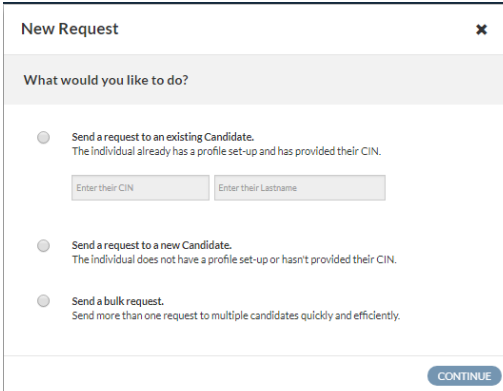
1. Each request that is sent from the WorkPro platform automatically includes the opportunity for a candidate to upload an existing MoJ Check (should they have one).
2. Each time you require an MoJ check, you dictate if you would like to pay for an MoJ Check IF the candidate does not have an MoJ or YOU reject an uploaded check.
3. If you do not want to pay for the check, you can select the workflow whereby if a candidate does not hold a MoJ check or you reject an uploaded check, they are automatically re-directed to the Ministries online portal to obtain their own check.
4. You can also complete the check on a candidate's behalf using the WorkPro platform.

OPTION 1A - SENDING AN ONLINE REQUEST TO ONE CANDIDATE

Step 1: Go to www.workpro.com.au , select your Region (AU or NZ) and login.

Step 2: Select 'New Request'

Step 3: Choose your option, and 'Continue'



The screenshot shows a 'New Request' dialog box with a close button (X) in the top right corner. The main heading is 'What would you like to do?'. There are three radio button options:

- Send a request to an existing Candidate.
The individual already has a profile set-up and has provided their CIN.
Below this option are two input fields: 'Enter their CIN' and 'Enter their Lastname'.
- Send a request to a new Candidate.
The individual does not have a profile set-up or hasn't provided their CIN.
- Send a bulk request.
Send more than one request to multiple candidates quickly and efficiently.

A blue 'CONTINUE' button is located at the bottom right of the form.

Step 4: Select 'Background Checks', Ministry of Justice Check'

Step 5: Select whether you'd like WorkPro to manage the application process directly with the Ministry on your behalf, or whether you'd like the candidate to be directed to the Ministry should they not have an existing MoJ Check, and 'Send Request'.

New Request



SELECT PACKAGE

Candidate Details

Background Checks

Induction & Learning

Licences & Tickets

Documents

Reference Check

Medical Check

Background Checks

Select the background checks for the candidate to complete.

Citizenship & Work Rights Check

Australian Police Check

Ministry of Justice Check

If the candidate doesn't have a check to upload, do you want to pay for a check?

YES NO

Credit Check (Available)

Bankruptcy Check (Available)

Global Sanctions Check (Available)

Employment History Check (Available)

Qualification Check (Available)

Working with Children/Vulnerable People Check

Financial Regulatory Check

Directorship Check

Australian Traffic Check (Coming Soon)

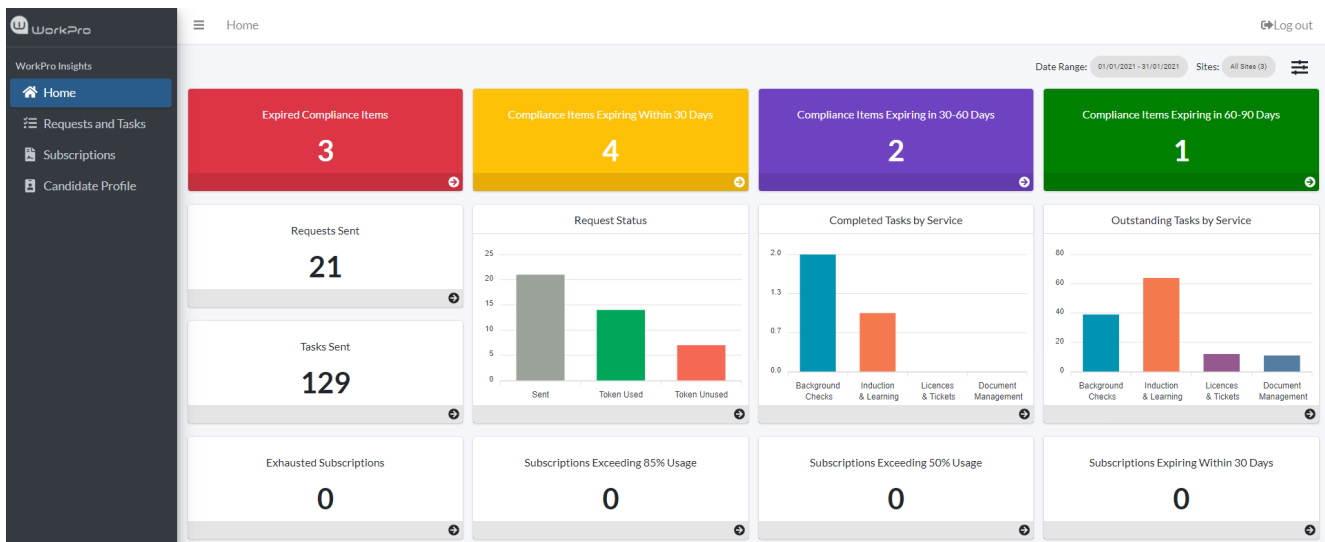
International Police Check (Coming Soon)

Request Summary

Ministry of Justice Check

SEND REQUEST

The status of the request can be tracked from the Insights Dashboard. If the task remains outstanding, the WorkPro platform will send automatic reminders to the candidate.



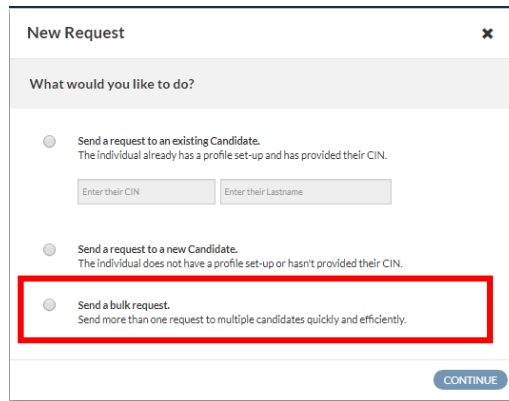
Handy Hint: If the candidate doesn't receive the email, you can verbally provide them the single-use 'Token' that was sent to them. Simply select 'Candidate Profile', search for the candidate and provide them the Token from the Request.

OPTION 1B - SENDING A REQUEST TO MULTIPLE CANDIDATES

It is possible to send a MoJ request to multiple candidates at once to save time.

To do this:

1. Create a Package. From your WorkPro dashboard, select 'Actions', 'Packages', 'Create a Package'. Name the Package, and select the MoJ check as the task.
2. Once the package is created, select 'New Request' and select 'Send a Bulk Request' and 'Continue'.



New Request

What would you like to do?

- Send a request to an existing Candidate.
The individual already has a profile set-up and has provided their CIN.
- Send a request to a new Candidate.
The individual does not have a profile set-up or hasn't provided their CIN.
- Send a bulk request.
Send more than one request to multiple candidates quickly and efficiently.

CONTINUE

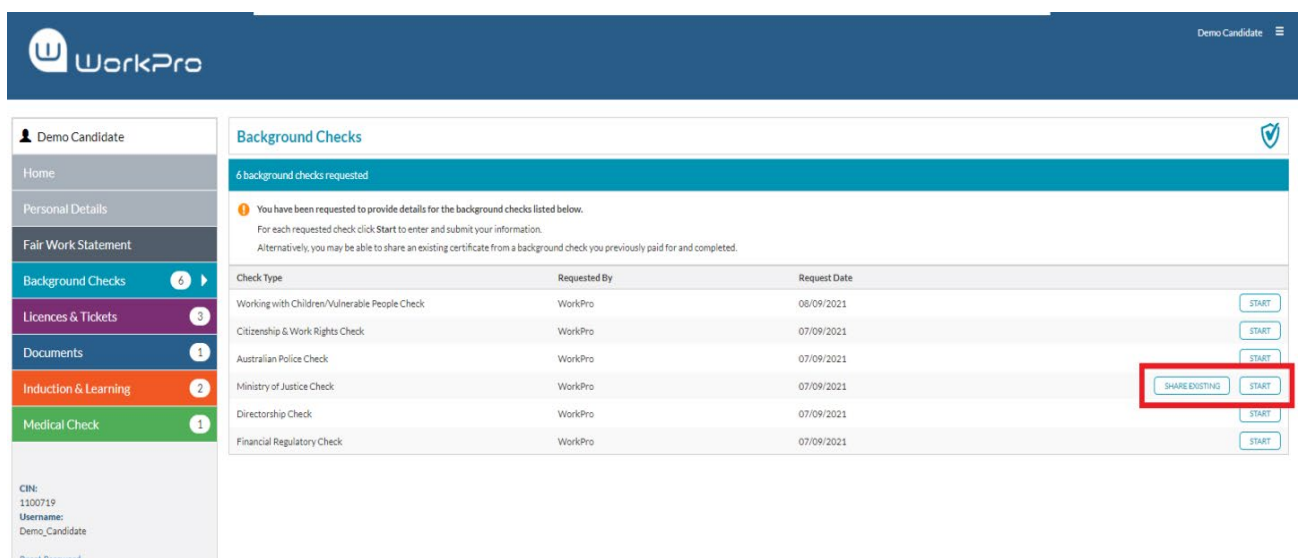
You can either quickly enter the candidate names, email address and the package OR you can create a CSV file outside of the WorkPro environment, select the package you'd like to send and upload the CSV as part of sending request.

3. Each candidate request is tracked in the platform, and reminders will be sent to the candidate should the task remain outstanding.

CANDIDATE PROCESS

Step 1: Signing Up/Logging In

The candidate will receive an email invitation which includes a live link and a single use token. The candidate needs to either sign up or login to the system, using the link. Once logged in, they will be prompted to enter the single use Token provided in the email and will be presented with the option to share an existing MoJ check result or start a new check.



WorkPro Demo Candidate

Background Checks

6 background checks requested

You have been requested to provide details for the background checks listed below.
For each requested check click Start to enter and submit your information.
Alternatively, you may be able to share an existing certificate from a background check you previously paid for and completed.

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

CIN: 1100719
Username: Demo_Candidate
Reset Password

Step 2: Candidate Completing the Check

The candidate has the option to Share an Existing Certificate.

Share an Existing Certificate ✕

Instead of submitting a new Ministry of Justice Check application, you may wish to share an existing certificate from a check you previously completed.

The certificate must fulfil certain requirements or it may be rejected by the requesting organisation.

If you upload an existing check, please understand that the organisation does have the right to reject or accept your uploaded check at their discretion.

The requirements are as follows:

1. The certificate must display the Ministry of Justice logo.
2. The certificate **Date** must be within the **last 24 month(s)**.

[View a sample certificate](#)

Do you have a certificate that fulfils all of these requirements?

No, I'll need to submit a new application.

Yes, I'll upload the certificate now.

[CONTINUE](#)

If the candidate does not hold an existing MoJ check result - depending on whether you have elected to pay for a new MoJ check or not - the candidate will either a) remain within the WorkPro platform and complete their application 100% online, with WorkPro administering the process directly with the Ministry OR b) a new browser tab will open and the candidate will be prompted to use the Ministry's online portal to gain their own check. Once returned, the candidate can upload to WorkPro for you to view/validate/monitor.

A. PAY FOR A MoJ CHECK

B. DIRECT CANDIDATE TO THE MINISTRY

Ministry of Justice Check ✕

✓ Names ➤

Please ensure you add any maiden names, previous names or aliases that you are known by. [ADD](#)

Type	Name
Primary	Marco Candidate

✓ Birth Details ➤

✓ Contact Details ➤

✓ Addresses ➤


[NEXT](#)

The requesting organisation requires you to submit a new Ministry of Justice application.

Clicking 'Start' will redirect you to an external website to apply for your check. It can take up to three business days to receive your check once you have applied, so we encourage you to complete the application as soon as possible.

Once the application is complete and you have your check, please log back in to WorkPro to upload a copy for the requesting organisation.

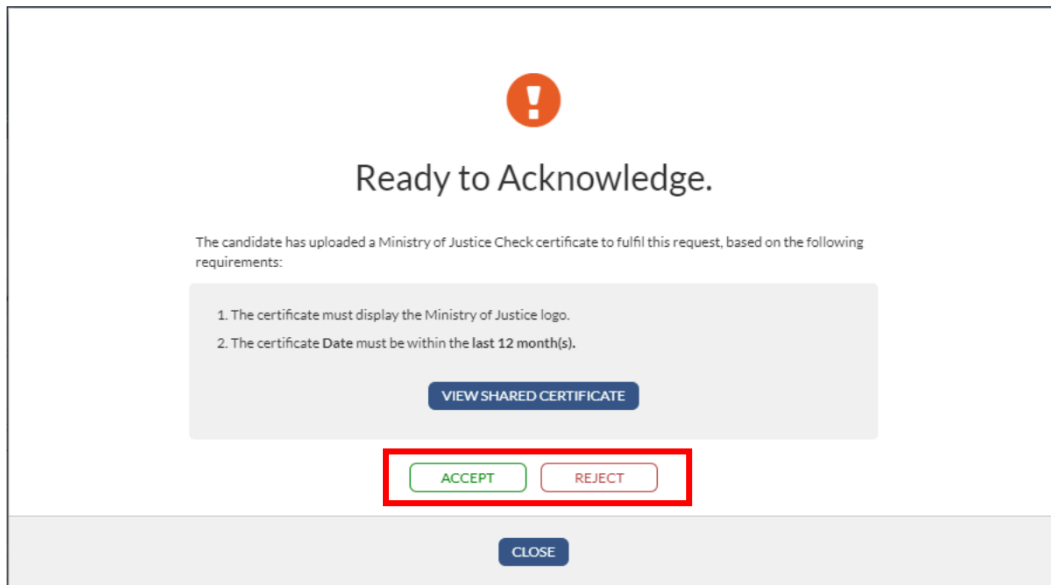
Click 'Start' to begin the application process.

[START](#) 

See separate User Guide for the candidate experience.

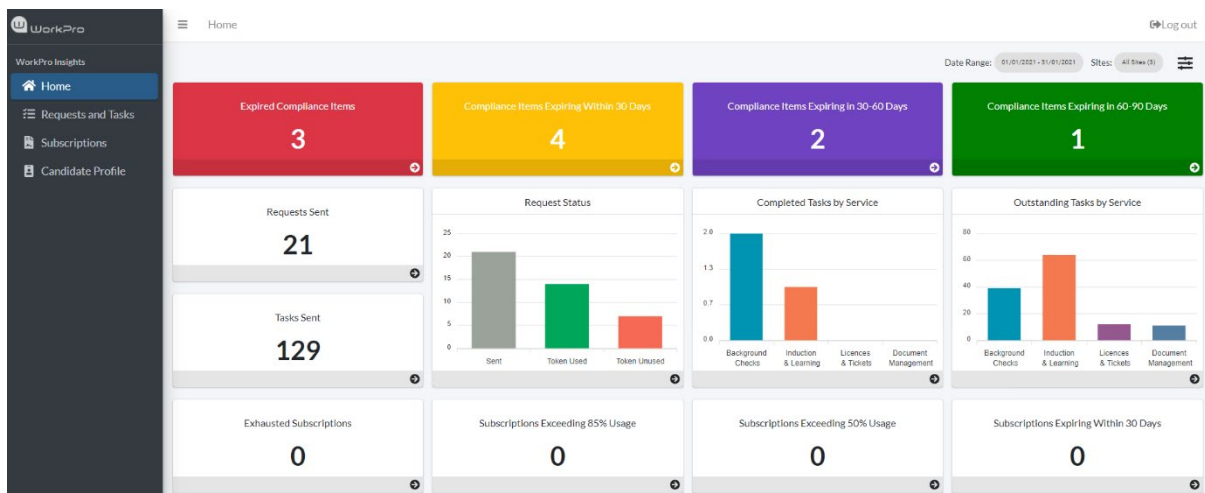
Step 3: Uploading an existing check OR Completing an application

If the candidate uploads and shares an existing check, you will receive an email notification and be able to log in to WorkPro, examine the shared check result from your WorkPro dashboard, and decide whether you would like to reject or accept the check.



If you accept the existing check, the check is stored in your WorkPro instance. If you reject the existing check, the candidate will be notified and will need to proceed with completing a new check using either Option A or B mentioned above in Step 2.

If the candidate needs to complete a new application with the Ministry, the dashboard status will show as 'In Progress'. Once finalised by the Ministry (this can take 4 business days), you will receive an email alert, and you can log back in to WorkPro, where the outcome of the check is permanently stored.



OPTION 2: PROVIDING A SINGLE USE TOKEN AND WEB ADDRESS TO A CANDIDATE TO COMPLETE THEIR APPLICATION ONLINE

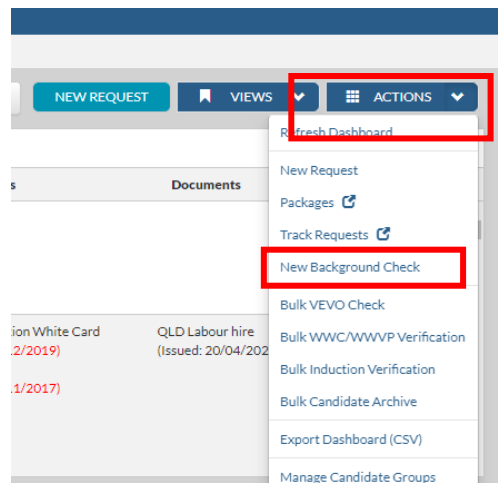
This option is very similar to Option 1 with the exception that instead of sending the request from the WorkPro platform, you are verbally providing them a web address and Token to the candidate.

To do this, you will need to set up a package within the platform. Please see User Guide for 'Creating and Managing Packages' for these instructions.

OPTION 3: COMPLETING A CHECK ON A CANDIDATE'S BEHALF

There is the option to complete a check on a candidate's behalf.

Step 1: Log in to WorkPro and select 'New Background Check' from the 'Actions' tab



Step 2: Select 'Ministry of Justice' check from the drop-down list, 'Create the check for a new Candidate', and 'Create Check'.

Step 3: Complete the Application Form and the Check Details on the candidate's behalf.

Step 4: Print the form, and request the candidate to sign and date the form

Step 5: Upload the signed consent form and a copy of their photo ID

Step 6: Submit the check for validation and processing.