Background and Probity Check Overview

WorkPro

Price Guide

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Welcome

Trusted by Government and thousands of organisations, WorkPro assists you to build a qualitative and quantitative profile of your candidates to mitigate risk, hire with confidence and meet legislated compliance.

Since 2007, businesses have relied on WorkPro to deliver a comprehensive range of on-demand background and probity checks to suit a role, risk or legal requirement.

We leverage technology, an impactful user experience, and an Australian-based qualified vetting team to ensure you have access to the most suitable checks that consistently delivers a quality screening program.

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. Rely on the power of WorkPro's third party integrations to return independently validated data efficiently.

One Powerful, Convenient Platform

- Access local & global checks on demand

- Validated data sourced from Government & Private databases

- Order, track & manage requests from a single dashboard

- Consistently reliable turnaround times

- Device Flexibility

- Outsource the check administration to WorkPro to mitigate risk for your business

- Flexible and generous billing options

Contents

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01 Criminal History Checks

Nationally Coordinated Criminal History Check (Police Check)

Secure, integrated access to the Australian national database 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 including:

- The flexibility for you to choose who pays for the check.
- WorkPro administering the process on your behalf once the candidate request has been sent.
- The option to schedule periodic re-checks
- Dynamic status updates that keeps you informed.
- Volume-based discounts.

Turnaround Time Guide: 30 minutes - 10 business days for Referred Checks.

New Zealand Ministry of Justice Check

WorkPro's integrated access to the NZ Ministry of Justice database quickly reveals any disclosable criminal history, including traffic convictions.

As an accredited Government partner, WorkPro's flexible configuration options means you can create a program to suit a candidate or business preference.

- Mobile optimised for convenience.
- The option to configure your account to accept a candidate's current Ministry of Justice check.
- Flexible workflow options:
- Leveraging a workflow that re-directs the candidate to the Ministry to gain their free check
- Using WorkPro's in-built 3-step application process to gain their Check.
- Volume discounts available.

Turnaround Time: Guaranteed 4 business days

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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.

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 1,600,000 individuals and entities, in 40 different languages.

This 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.

WorkPro has mapped 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.

Rely on a smart dashboard to monitor impending expiries, receive alerts as checks expire and re-schedule periodic re-checks of the card against the State database in a timeframe that suits you.

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

Turnaround Time Guide: 2 days

International Police Check

A global database search of recognised police services and courts in the selected country. Availability and scope of results vary between jurisdictions.

The comprehensive report includes a detailed certificate with a full description of disclosable outcomes.
For some countries, a police certificate is also provided. International Police Checks can be performed between any dates specified. It is recommended that employers verify criminal history from the past 10 years for all countries that candidates have lived in for periods of over 6 months.

Turnaround Time Guide: Between 2 - 20 business days

Australian Federal Police Check

Access to the Australian Federal Police database reveals any disclosable court outcomes and pending charges as recorded by all Australian police service databases and in conjunction with spent convictions legislation.

AFP Checks are usually required for purposes such as:

- Recruiting employees within Federal Government departments
- Work-related checks due to legislation or regulations
- Individuals who reside in the Australian Capital Territory or Jervis Bay
- Industry-specific standards/compliance requirement (eg, Financial Services Industry)
- Overseas employment

Turnaround Time Guide: 5 - 10 business days

Working With Children & Vulnerable People Check

Easily request, track & monitor Working with Children and Vulnerable People Check.

There are a wide range of roles and industries where it is mandatory or highly recommended for those working with or near children, disabled, elderly or vulnerable people to hold a valid working card or check.

WorkPro's Working With Children & Vulnerable People Check provides a simple and efficient solution to request, collect, track and monitor volunteer and employment checks nationally.

The solution includes a one-step application process for those who require a check, and validation of an existing check across all State and Territory databases.

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02 Basic Work Checks

Citizenship and Work Rights Check

Easily collect, validate and monitor work rights for Australian and non-Australian citizens.

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

- Request and collect citizenship evidence centrally
- For Australian citizens, configure the system to request additional identity as a strong audit trail
- For non-Australian citizens, instantly bulk check candidate work rights leveraging WorkPro's seamless integration with the Department of Home Affairs VEVO database.
- Automatic VEVO database polling, with changes and updates sent directly to your inbox
- Volume-based discounts.
- One click candidate archiving as part of a robust audit program

Turnaround Time: Instant

Reference Check

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

WorkPro's native Reference Check module allows employers to manage reference requests as part of a connected compliance and onboarding workflow. Designed to streamline the process, reduce manual follow-up, and deliver stronger insights, it simplifies reference checks without adding another platform or vendor to manage.

- One-click addition of a reference check to any screening process
- Automated candidate reminders for outstanding referee tasks
- Mobile-friendly referee experience
- Real-time status tracking and alerts
- Customisable and reusable reference templates
- Built-in security and fraud detection tools

Fully embedded into the WorkPro platform, the module ensures that reference checks are fast, secure, and seamlessly connected to other pre-employment checks, all from a single system.

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Social Media Screening

Social media background checks are used to search for objective indicators of toxic, illegal, or inappropriate behaviour, and potential discriminatory beliefs from public internet sources.

Checked social media includes LinkedIn, Twitter, Facebook, Google Plus, Instagram, CrunchBase, YouTube, Bloomberg, Klout and Pinterest along with some business-based publications.

Turnaround Time Guide: 5 business days

Driver Licence Check

Driver risk management has become a critical issue for many organisations, with the recognition that it affects your reputation, budgets, profitability and the safety of the community.

This national search verification reveals whether an individual's driving licence is valid, and has accrued any demerit points and/or traffic infringements. Note: This check is not available in NSW.

Turnaround Time Guide: up to 15 business days

AHPRA Registration Check

Every registered health practitioner who practices in Australia must hold a current registration. An AHPRA check is a national database search that confirms a health practitioner's status.

WorkPro will check the national database and return an official certificate confirming the practitioner's registration status. Re-check dates can be established, and smart notifications advise of impending registration expires.

Turnaround Time Guide: Within 1 business day

Address Verification

This global search confirms the address details of a candidate and can attest to a person's identity.

This search verifies the candidate's registered address by an electronic search and/or physical visit.

Turnaround Time Guide: between 2 – 12 business days

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Adverse Media Check

A broad media and 'press' search using global electronic media sources.

It includes professional and personal activities to uncover image and reputational information and typically uncovers past behaviour or activities that may not be officially recorded in any other manner, i.e. not a recordable/reportable infringement.

Turnaround Time Guide: 2-4 business days.

It is a broad-based press search of over ten years using the applicant's name using global electronic media sources. Content includes more than 31,000 specialised publications and 900 news wires from 200 countries in 26 languages including:

- The New York Times
- The Globe and Mail
- The Times
- The Guardian
- Les Echos
- South China Morning Post
- The Straits Times
- New Straits Times
- Yomiuri Shimbun HQ & Local Edition
- The Irish Times
- Local newspapers from every corner of the globe

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03

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.

Turnaround Time Guide: 2 - 12 business days depending on the country.

Credit Check

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

The search conducted includes the last 7 years of information.

Turnaround Time Guide: between 2 - 10 business days depending on the country.

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 is regulated by ASIC or APRA.

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

Directorship Check

A directorship check is recommended when hiring any new executive-level or managerial employees, and/or board directors and members for your company.

These checks are conducted through the Australian Securities and Investment Commission (ASIC) and assist to identify any potential conflicts of interest or barriers to employment regarding past and present directorships of a company.

Turnaround Time Guide: between 2 - 17 business days depending on the country.

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04 CV Validation Checks

Qualification/Education Validation

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

Turnaround Time Guide: between 3 – 12 business days depending on the country.

Employment History Check

This check involves contacting the HR or Payroll Department to validate 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.

Turnaround Time Guide: between 3 – 12 business days depending on the country.

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Professional Membership

Specific professional memberships may be essential and/or a key requirement for many roles. Failing to verify this information can result in having unqualified people in positions in which they are unable to perform or having people remunerated incorrectly.

Our researchers will verify professional memberships, currency of membership, and any disciplinary records on file. For trade licences, various data sources confirm the tradesperson is qualified to conduct the work.
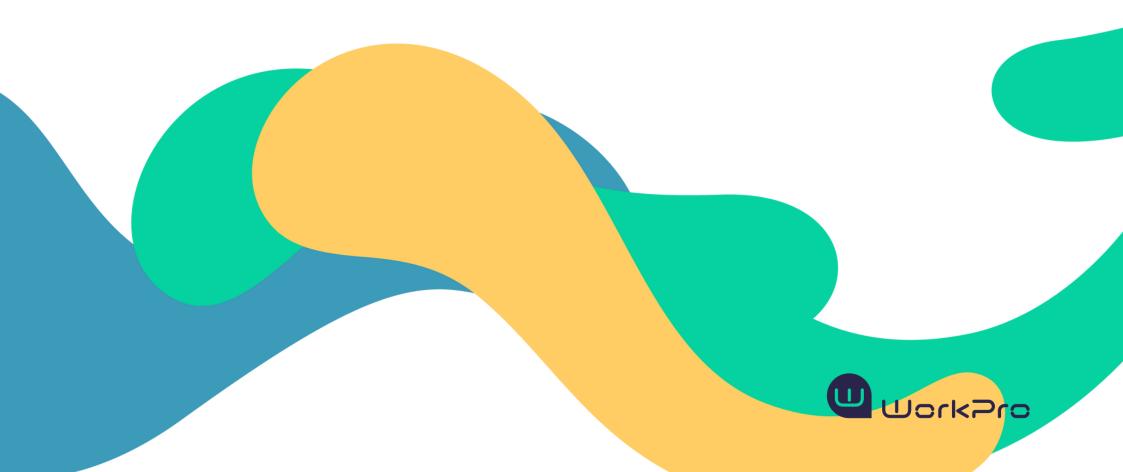
100-Point Identity Check

The verification of a candidate's identity underpins all other verification and is fundamental to all roles.

To ensure your candidate is who they say they are we will verify their identity using a variety of means from verification of the candidate's recognised identity card and/or passport or collection and cross referencing of nominated identity documents. Our machine learning capability enables us to do this accurately, quickly and efficiently.

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Employment Medical Checks

Employment Medical Checks

It's vital for candidates to safely perform the inherent components of their role to prevent the risk of injury.

WorkPro's range of medical checks and services evaluates the health and functional capacity of an individual ensuring your workforce is optimal, fit for purpose and illuminates current and potential future issues.

In partnership with Jobfit, a renowned occupational health services company, WorkPro makes it easy to order and manage a comprehensive range of medical checks in a single dashboard to ensure proper fitness for work.

Optimise workplace safety, reduce worker injury, minimise recruitment risk, and reduce worker's compensation premiums by selecting the right checks that ensure a proper candidate and role match. Conveniently package specific medical check elements to suit your business.

Clients have access to a network of close to 100 regional and metro clinics across Australia and New Zealand.

WorkPro

WorkPro
The smart compliance tech for a job-ready workforce
We take charge, so you can take flight

eLearning
Deliver always up to date and industry standard eLearning modules

- Practical job and industry-specific learning
- pre-built modules that meet Aus & NZ Standards
- Formal certificates & expiry alerts
- Mobile-friendly

Background Checks
Automated provisioning with turnaround times you can rely on

- Access local & global checks
- Fast, official results from government databases
- Real-time status updates
- Secure data management
- Flexible, on-demand pricing

Licence and Ticket Management
Request documents and set notifications and alerts for renewal

- Unlimited document storage
- Send candidate requests from any device
- visual dashboard with renewal & expiry device
- always meet industry compliance

Customise Your WorkPro
Brand WorkPro solutions as your own for a seamless staff and candidate experience

- Branded Portal - put your best foot forward and create a lasting first impression for your users with a custom login page.
- Branded Communications - Extend your brand interactions and delight your users.
- Custom Content - enhance your elearning by taking your internal training documents online with customised modules in WorkPro.

More about our services here

Learn more:

workpro.com.au

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