



Step 1: Request the candidate to complete the application form, sign and provide 100-point identity check.



Step 2: Sign the application form, and photocopy the form and the identity check.



Step 3: Scan the first page of the application form and email to info@workpro.com.au requesting a 'read receipt'.



Step 4: If the application is received by 2pm EST, a result will be returned via email the same business day.



Step 5: Send a copy of the application and the 100 point check to The Business Manager, Risk Solutions Australia, PO Box 372 Collins Street West VIC 8007.



Step 6: Keep the original copy of the application and identity check on file, and destroy the result of the check after 90 days.