

CONDUCTING A WORK RIGHTS CHECK

Every Australian employer has an obligation to ensure that their employees have the legal right to work in Australia. Ideally, you would do this prior to making an offer to your preferred candidate and/or for all of your existing employees. You can do this seamlessly through a Work Rights Check.

FOLLOW THE STEPS BELOW TO CONDUCT A WORK RIGHTS CHECK:

1. Request a certified copy of a Proof of Right to Work Document (Column A) and supporting documentation if required (Column B) listed below:

Column A Proof of Right to Work Document (Mandatory Requirement)	Column B Supporting Documentation OR Additional Checks Required
Australian Passport	N/A
<ul style="list-style-type: none">• Australian Birth Certificate and a form of photo identification• Australian Citizenship Certificate and a form of photo identification• Evidence of Permanent Residence Status and a form of photo identification	<p>In the absence of government-issued photo identification, one of the following documents can be used as proof of identity:</p> <ul style="list-style-type: none">• Driver's license• Medicare card• Enrolment to vote in Australian state or federal election• Tax File Number• References from previous employers and employment agencies• Tenancy agreements or home ownership details• Tertiary qualifications and trade certificate• Change of name certificates <p>NOTE: Sighting documents from this list does not provide evidence of permission to work.</p>
Valid visa with permission to work <u>NOTE:</u> Not all visas allow people to work in Australia.	The Employer is to conduct a VEO Check to confirm that the VISA held allows the candidate to legally work in Australia. Refer to below additional information.

1. Sight and verify that the documents provided are true and correct.
2. Place a copy of these documents on the candidate's employee file for future reference and proceed to offer stage.

HOW TO CONDUCT A VEVO CHECK

NOTE: This process applies to non-Australian passport holders only.

As an employer you have a legal obligation to ensure that non-Australian citizens have a right to work in Australia.

Visa Entitlement Verification Online (VEVO) allows employers to check the work rights of a visa holder of current or potential employees. A VEVO Check is a quick and simple online tool that will display whether a person has:

- unlimited work rights
- limited work rights including a description of the work conditions
- no work rights.

The VEVO Platform is a free online platform. To access this platform create an ImmiAccount for your business and record your Log In Details for future reference.

Once you have created your account, use the below steps to conduct a VEVO Check on your preferred candidate:

1. Get the VISA holder's travel document details and permission to confirm the person's identity and nationality. Any of the below documents can be used:

- Passport
- ImmiCard
- Convention Travel Document – also known as a Titre de Voyage
- Document for Travel To Australia (DFTTA)
- PLO56 Evidence Card

2. Log into your ImmiAccount
3. Enter the name of the VISA Holder you want to check
4. Select the reference document you are using
5. Enter the visa holder's details from the reference document supplied as prompted
6. Accept the Terms & Conditions and submit the information. NOTE: If the system is unavailable, record the date and time.
7. Understand the conditions listed and how this applies to your candidate / employee.
8. Save a PDF copy of the VEVO return information to the candidate's employee file as this may be requested on field inspections.