

An Applicant and Employers Step by Step Guide to completing the Working with Children Check Application Form



This guide provides a step-by-step guide for **applicants and employers** on how to complete the Working with Children Check Application Form.

Things to remember when completing form:

Do:

- Use **Black Pen** and write in clear BLOCK CAPITALS only.
- Use **one** letter or number for each box.
- Leave an **empty box between words**, but **not** between numbers.
- To **correct a mistake** on the form put a line through it ~~like this~~ and write the correction clearly to the right. If there is no space on the right, write as close to the correction as possible.
- Mark choices in the boxes indicated with an X, not a tick.
- Be sure to **sign the declaration** in Part 8.
- Get your **employer to complete Parts 6 & 7**

Do Not:

- Write over the edges of the box
- Put a line through or strike out sections that are not relevant to you – just leave them blank.

Working with Children Screening Unit

Phone: (08) 6217 8100 or

1800 883 979 (country callers)

Email: checkquery@dcd.wa.gov.au

Website: www.checkwwc.wa.gov.au

CONFIRMING YOUR IDENTITY

You need to prove your identity when applying for a Working with Children Check. There are a number of documents that are accepted.

Documents must be **original** and **current** (except for an expired passport that has not been cancelled and was current within the preceding 2 years).

On this page is a list of acceptable documents you can use to complete the 100 point ID check points required. They are in categories A, B, C and D (Category D is only available to persons under 18 years). The acceptable combinations are:

- **Combination 1: A & B; or**
- **Combination 2: B & 3 of C; or**
- **Combination 3: A & 2 of C; or**
- **Combination 4: A or D (if under 18 years of age)**

ALL applicants, including those under 18 years, will need to provide at least one form of photo identification and at least one identification with their current address as part of the 100 point ID Check, or in addition to the 100 points ID.

Please note birth extracts and international birth certificates are not accepted.

Category A

- **Current Passport**
- **An expired Passport**
which has not been cancelled and was current within the preceding 2 years.
- **Australian Citizenship Certificate**
- **Australian Birth Certificate**
this must be a full birth certificate as issued by the Registrar of Births, Deaths and Marriages (extracts are not acceptable). Please note that birth certificates from other countries are not acceptable.
- **Birth Card**
issued by the New South Wales Registry of Births, Deaths and Marriages.
- **Other documents having the same characteristics as a Passport.**
this may include some diplomatic documents and some documents issued to refugees, for example an immigration visa.

Category C

- **Medicare Card**
- **Credit card or account card**
- **Bank statement**
- **Motor vehicle registration or insurance papers**
- **Property Rates Notice**
- **Property Lease agreement**
- **Home insurance papers**
- **Utilities notice**
- **Records of a primary, secondary or tertiary education institution attended by the signatory in the last 10 years**
- **Records from a current employer or previous employer within the last 2 years**
- **Records of a professional or trade association of which the signatory is a member.**

Category B

- **A Licence or Permit**
issued under a law of the Commonwealth, a State or Territory. This includes:
 - an Australian Driver's Licence;
 - an Australian Firearms Licence; or
 - any other similar licence.
- **A Tertiary Student Identification Card**
issued to a student at a tertiary education institution by that institution - this student card must contain a copy of the seal or stamp of the institution.
- **Department of Veterans Affairs (DVA) Card**
- **Centrelink Card (with Reference Number)**
- **Government Employee ID**

Category D

- **A Letter from an educational institution**
that the child attends verifying the identity of the child signed by the Principal or Administrator of that institution.
- **A student identification card**
containing a copy of the seal or stamp of the institution.

YOUR STEP-BY-STEP GUIDE TO FILLING IN THE FORM

Sector in which you work:

If you are employed in the Health or Education and Training Sector place a cross in the appropriate box.

If you do not work for either of these sectors place a cross in the "All others" box.

Select one Sector in which you work

Health Sector 01 **OR** Education and Training Sector 02 **OR** All others 03

Part 1: Type of Application

If this is the first time you are applying place a cross in the *New Application* box.

If you have previously applied and are renewing your application place a cross in the *Renewal* box and fill in the *Current Card/Notice Number* in the space provided.

Part 1: Type of Application

New Application **OR** Renewal

Current Card/Notice Number

Part 2: Details of Applicant

Enter your current name and address details, including preferred name by which you are known if appropriate.

Other names

If you have used previous names other than your current name you must list these in this section. This should include maiden name, names changed through deed poll and other aliases that you may have used.

Part 2: Details of Applicant																		
Title (eg Mr, Mrs, Ms, Miss, Dr, Rev etc)																		
M R																		
Family Name/Surname																		
S M I T H																		
Given Name/s																		
J O H N																		
Preferred Name/s (complete only if different from given name/s)																		
Male	Female	X	Date of Birth				Daytime Contact Phone Number											
X	X	X	0	1	0	2	1	9	8	0	9	1	2	3	4	5	6	7
Email Address (in BLOCK LETTERS)																		
J O H N . S M I T H @ B I G P O N D . C O M																		
Town of Birth						Country of Birth												
P E R T H						A U S T R A L I A												
Other Names you have used (includes previous, maiden name/s etc)																		
Title (eg Mr, Mrs, Ms, Miss, Dr, Rev etc)																		
M R																		
Family Name/Surname																		
B R O W N																		
Given Name/s																		
J O H N																		

Part 3: Current Address of Applicant

Enter your current address. This must be an Australian address.

Be sure to include your postal address if different to your residential address, otherwise place a cross in the *same address as above* box.

Part 3: Current Address of Applicant

Residential Address (must be an Australian address)

Unit Number/Street Number/Street Name (with a gap between words)
 U 5 12 COLLIN STREET

Suburb/Town/Locality State Postcode
 MORLEY WA 6020

Postal Address (must be an Australian address)

Same address as above

Unit Number/Street Number/Street Name/PO Box (with a gap between words)
 PO BOX 123

Suburb/Town/Locality State Postcode
 MORLEY WA 6020

Part 4: Previous Residential Address/es (list only Australian Addresses)

Only enter previous Australian addresses.

Enter previous addresses over the last 5 years. If you don't know full details enter town/s and state/s.

If you have not changed addresses in past **five years** or your **previous address was overseas** simply tick the *Same as your current Residential Address* box.

Ensure you enter the dates you lived there in the *Period of Residence* box.

Part 4: Previous Residential Address/es (list only Australian Addresses)

Same as your current Residential Address

You must include **previous** residential addresses over the **last five years**. If you do not know the full details of previous addresses please write the name of the town/s and the state/s. If you do not know the exact dates you lived in the places listed, please write the year you resided there. Please list up to the four most current addresses, beginning with the most recent.

1 . Previous Residential Address - please start with most recent (list only Australian addresses)

Unit Number/Street Number/Street Name/PO Box (with a gap between words)
 U 6 22 NORTH STREET

Suburb State Postcode
 PARKERVILLE WA 6020

Period of Residence from To
 01 01 2004 01 06 2005

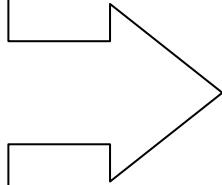
Part 5: Child Related Employment Details

Category of Child Related Work

On page 2 of the information at the front of your application form there is a list of 19 child related work categories.

You must enter the correct category of child related work you undertake. If you are unsure of the category talk to your employer or phone the Screening Unit.

Important: Do not choose Category 19 or 20



Part 5: Child Related Employment Details

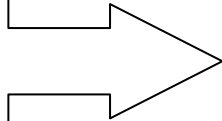
Category of Child Related Work (see page 2)

0 4

Type of Employment

Place a cross in the relevant box according to what type of employment you undertake.

The Paid Managerial Officer or Unpaid Managerial Officer boxes are only relevant to Child care Centre Managerial Officers.



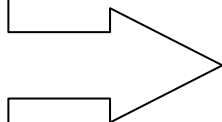
Type of Employment

Self Employed **OR** Paid Employee **OR** Volunteer/Unpaid Position **OR** Paid Managerial Officer **OR** Unpaid Managerial Officer

Name of Organisation and Applicant's job title

Enter the name of the organisation for which you undertake child related work and what your job title is within that organisation.

Important: Enter the phone number of the organisation or agency representative.



Name of Organisation for which you undertake Child-related work

M O R L E Y F O O T B A L L C L U B

Applicant's job title/role in child-related work

C O A C H

Organisation's Phone Number

9 7 6 5 4 3 2 1

PART 6 TO BE COMPLETED BY EMPLOYER

Important information for employers: You can employ someone without a Working with Children Card so long as they apply on starting child-related work. You can accept a receipt of application from your employee or volunteer as proof of application.

Part 6: Details of Employer or Agency

Name of Employer/Agency Representative

The Employer or Agency representative must enter their name and position. This is the person that must sign the Employer Declaration in part 7.

Self employed people, Managerial Officers of Child Care Centres and people with an exemption letter do not complete this part.

Note: Practicum organisers for students at Universities, TAFEs & other tertiary colleges have the authority to sign as Employer

Street Address of Employer/Agency Representative

Enter the street address of the organisation for which child related work will be undertaken.

In this example that would be the address of Morley Football Clubrooms.

Postal Address of Employer/Agency Representative

Enter the position of the person who will receive the letter containing the outcome of the Working with Children Check application. This can be different to the Name of Employer or Agency Representative if you want the letter to go to a central office.

Note: Applicants also receive a copy of the letter containing the outcome of the Check.

Part 6: Details of the Employer or Agency

Self employed people, Managerial Officers of body corporates that hold a child care license and people with an exemption letter do not complete this Part.

Name of Employer/Agency Representative (this person must sign the Employer Declaration in Part 7)

C R A I G J O N E S

Position of Employer/Agency Representative

C L U B P R E S I D E N T

Street Address of Employer/Agency Representative (must be an Australian address)

Unit Number/Street Number/Street Name (with a gap between words)

1 0 C R O S S P L A C E

Suburb/Town/Locality

M O R L E Y

State

W A

Postcode

6 0 2 0

Postal Address of Employer/Agency Representative (must be an Australian address)

This is also the position and address to which your notice will be sent if your organisation has arranged for notices to go to a central location

Same address as above

Position to whom your notice will be sent

C L U B P R E S I D E N T

Unit Number/Street Number/Street Name/PO Box (with a gap between words)

P O B O X 2 0

Suburb/Town/Locality

M O R L E Y

State

W A

Postcode

6 0 2 0

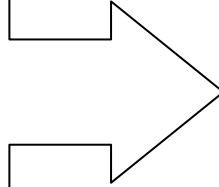
PART 7 TO BE COMPLETED BY EMPLOYER

Part 7: Employer/Agency Representative Declaration

The Employer or Agency Representative who completed Part 6 must sign this declaration.

By signing this declaration the Employer or Agency Representative is certifying the applicant is/will be in child related work and that the information is, within their knowledge, true and correct.

It is an offence to give false or misleading information



Part 7: Employer/Agency Representative Declaration

I certify that the information within my knowledge in this application is true and correct and that the applicant is/will be employed in child-related work. I am aware that it is an offence to give false or misleading information in this application form.

Signature of Employer/Agency Representative
Must be the person named in Part 6 above

Please sign within the box and use black ink

C. Jones.

Date signed 0 1 0 6 2 0 0 7

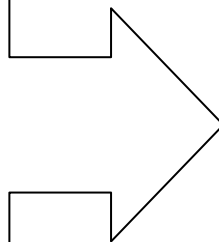
Part 8: Applicant Declaration

You must sign this declaration to certify that the information you have provided is true and correct.

By signing you are also consenting to the WWC Screening Unit or Approved Screening Agency to obtain information about your criminal record and making use of that information for initial and ongoing checking, as outlined in the information attached to your application form.

Important: You must sign within the white box

It is an offence to give false or misleading information.



Part 8: Applicant Declaration

I certify that the information within my knowledge in this application is true and correct. I am aware that it is an offence to give false or misleading information on this application form. I consent to the WWC Screening Unit or an Approved Screening Agency obtaining information about my criminal record, and making use of that information for initial and ongoing checking in the ways described in the information attached to this form. I acknowledge that I have read this information.

Signature of Applicant

Please sign within the box and use black ink

J. Smith

Date signed 0 1 0 6 2 0 0 7

Secure photo face up

Important: Once you have submitted your application at Australia Post remember to keep your receipt. The receipt can be used as proof of application and is sufficient to start or continue child related work.