Working with Children Check

General Information Sheet

Do you need to apply for a Check?

The Working with Children (WWC) Check is a checking system, introduced in Victoria in 2006, which helps to protect children (under 18 years of age) from sexual and physical harm.

Over a five-year period, people who work or volunteer in some types of child-related work will be required to apply for a WWC Check. Certain occupational fields are being phased-in each year.

This information sheet will help you understand how the WWC Check relates to you.

Do I need a WWC Check?

The *Working with Children Act 2005* (the Act) requires a person who works or volunteers in connection with certain types of "child-related work" to pass a WWC Check.

You are undertaking "child-related work" if you are doing:

- paid or unpaid (volunteer) work,
- your work involves contact with children and is in connection with one of the 20 occupational fields listed in the Act, and
- your work usually involves, or is likely to usually involve, regular and direct contact with a child, where that contact is not directly supervised by another person

There are 20 occupational fields being phased-in. These are listed in the phasing in plan.

There are some exemptions that may apply even if you are undertaking "child-related work". The phasing in plan and the exemptions are listed in the WWC Check Application Guide, website or by calling the Information Line.

When do I need to apply?

The WWC Check is being phased-in over a five-year period. If you are required to have a WWC Check, **you need to consult the phasing in plan to see when the occupational field of your work is being phased in.** If you fall into more than one type of "child-related work", you should apply under whichever type comes first.

What if I don't apply?

If you are required to apply for a WWC Check and have not done so by your due date, it will be an offence for you undertake "child-related work". It will also be an offence for your employer or volunteer organisation to engage you in "child-related work".

How do I apply?

1. Obtain an Application Guide and Form from a participating Australia Post outlet (visit www.auspost.com.au for your nearest outlet)
2. Complete the Application Form attached to the back of the Guide
3. Submit your application, together with your proof of identity documents, a passport sized photo, and the application fee (if required) to a participating Australia Post outlet

An application for a WWC Check is free for volunteers, and currently $73.90 for paid workers*. A Volunteer WWC Check **cannot** be used for paid "child-related work". An Employee WWC Check can be used for both paid and volunteer "child-related work".
* Fees change annually on 1st July. Please check the website or contact the Information Line for the current fee.

The Act allows you to start or continue "child-related work" once you have lodged your application. You will need to show your receipt to your employer or volunteer organisation as proof you have applied for a WWC Check.

How is the WWC Check different from a police records check?

Unlike a police records check, the WWC Check only considers some offences and is valid for five years (unless revoked). During this period, cardholders continue to be checked for new offences or disciplinary findings by professional registration bodies.

A new WWC Check Card is not needed when you change your employer or volunteer organisation.

As the WWC Check is different from a police records check, you will still need to apply for a WWC Check even if you have already had a police records check.

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What is checked?

Not all criminal offences are relevant under the Act.

- Broadly, applications will be checked for serious sexual, serious violent and serious drug-related offences. A checklist is available on the website, or by calling the Information Line.

- Professional disciplinary findings will also be considered. Currently, only findings from the Victorian Institute of Teaching (VIT) are included. In future other professional registration bodies will also be considered.

If you do not have a criminal offence, and there have not been any findings made against you by VIT, you will pass the WWC Check.

How will I know that I have passed the WWC Check?

People who pass the WWC Check will be sent an Assessment Notice and a WWC Check Card in the mail. Your WWC Check Card can be used to prove you have passed a WWC Check.

Under the Act, your employer or volunteer organisation must make sure you have passed the WWC Check, and will ask to see your WWC Check Card as proof.

An example WWC Check Card is shown below:

Can I still pass the WWC Check if I have a criminal history or a finding by VIT?

Not all offences and findings are considered when assessing a WWC Check application. The outcome of an application will be dependent upon the type of offence or finding and the circumstances surrounding it. You may wish to contact the Information Line to discuss your personal circumstances.

People who are subject to sex offender reporting requirements are not able to work with children.

What happens if someone does not pass the WWC Check?

In all cases, if the Department of Justice believes an applicant should not pass the WWC Check, the applicant will first be given an opportunity to explain why they believe they should pass the Check.

If, after the applicant's submission is considered, the applicant does not pass the WWC Check, they will be issued with a "Negative Notice". A person who is issued with a Negative Notice cannot undertake child-related work. Negative Notices can be appealed at the Victorian Civil and Administrative Tribunal (VCAT).

How will my privacy be protected?

The Department of Justice, employers and volunteer organisations are bound by Victorian Privacy laws. In addition, the Act makes it an offence for a person to release any information they have acquired through the Check except in very limited circumstances allowed by the law. Refer to the website or contact the Information Line for further details.

Where known, your employer or volunteer organisation will be notified of whether or not you pass the WWC Check, if the status of your Check is reviewed and if you are no longer eligible to undertake "child-related work".

Details of any criminal records or findings from a professional registration body you may have will not be provided to your employer or volunteer organisation.

Further information?

This information sheet should be read with the Application Guide, which is attached to the Application Form.

Information is also available from:

Website www.justice.vic.gov.au/workingwithchildren

Email workingwithchildren@justice.vic.gov.au

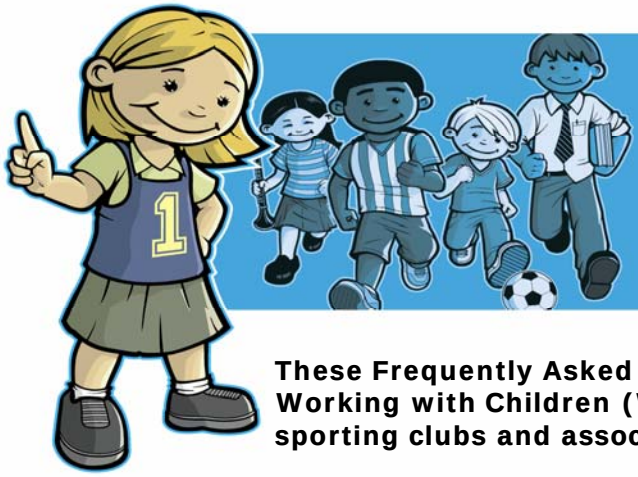
Information Line 1300 652 879

8:30am–5pm (EST) Monday–Friday
(excluding Public Holidays)

Interpreter

If you need an interpreter, please call the Translating and Interpreting Service on 13 1450 and have them contact the WWC Check Information Line on 1300 652 879.

CD/08/89642 July 2008



WORKING WITH CHILDREN CHECK

Frequently Asked Questions

Sporting Clubs and Associations

These Frequently Asked Questions (FAQs) provide general answers about the Working with Children (WWC) Check for people who work or volunteer in sporting clubs and associations.

You can find detailed information on each of these topics and more FAQs at www.justice.vic.gov.au/workingwithchildren.

1. I work/volunteer for a sporting club or association. Do I need a WWC Check?

People engaged in "child-related work" are required to apply for a WWC Check. Under the *Working with Children Act 2005* (the Act), you are considered to be engaged in "child-related work" if you:

- work or volunteer in connection with one of the 20 child-related occupational fields (including sporting clubs and associations); ***and***
- have regular direct contact with children under 18; ***and***
- that contact is not directly supervised; ***and***
- do not qualify for an exemption (e.g. parent volunteer, VIT registration, sworn police officer).

If **all** of the above statements apply to you, you are doing "child-related work", and you need to submit a WWC Check application by the relevant due date (please consult the phasing-in plan for due dates).

2. How can I find out when I need to apply?

If you need to apply for a WWC Check and you work or volunteer in connection with the following sport or recreational activities, you need to apply by 30 June 2009:

- Athletics (including Little Athletics)
- Basketball
- Cricket
- Football (Australian Rules)
- Football (Soccer)
- Gymnastics (including Trampolining)
- Martial arts
- Netball
- Swimming (including Lifesaving)
- Tennis

All remaining sporting or recreational activities will be 'phased in' in Year 4 (from 1 July 2009 to 30 June 2010). A complete phasing-in plan listing occupational fields and their application deadlines is available at www.justice.vic.gov.au/workingwithchildren.

3. I don't require a WWC Check, but the club/association at which I volunteer still wants me to apply for one. Can the club/association make me do this?

FAQ 1 sets out who is required by law to have a WWC Check. The Act does not prevent other people being asked to apply by their employer or volunteer organisations. If you have concerns about the policy of a particular organisation in this regard, you should raise them directly with the organisation.

4. Do parents who volunteer at a club/association need to have a WWC Check – e.g. when they help out at training or on match days, or attend overnight camps with their child?

Under the Act, a parent who volunteers in relation to an activity in which their child ordinarily participates is exempt from a WWC Check in respect of that work.

For example, a parent who coaches their child's football team is exempt from a WWC Check, even if their child is not present on a particular day due to illness. However, a parent who coaches a team and whose child plays in a different team at the club is not exempt. This parent would need to refer to FAQ 1 to determine if a WWC Check is required.

A full list of exemptions is available on the Working with Children Check website.

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5. Each week I drop off and/or pick up my child from training, and watch them play matches. I have regular, direct and not directly supervised contact with children. Do I need a WWC Check?

Parents who pick up or drop off their own children at training, or watch them compete, or who have arranged for a relative or a friend to do this for them, are not working as defined by the Act and so do not require a WWC Check. The WWC Check is for when parents entrust the care of their children to others, outside of normal domestic arrangements.

6. I play in a team with people who are under the age of 18 years. Do I need a WWC Check?

If you are only participating in an activity with a child on the same basis as the child, you are not undertaking "child-related work" and therefore do not require a WWC Check. For example, an adult playing in a cricket team alongside a child is not engaging in "child-related work".

7. I'm an umpire/referee. Do I require a WWC Check?

If all 4 statements in FAQ 1 apply to you, your work is considered "child-related work" and you need to apply for and pass a WWC Check.

8. I volunteer in the club canteen. Do I require a WWC Check?

If all 4 statements in FAQ 1 apply to you, your work is considered "child-related work" and you need to apply for and pass a WWC Check.

9. There are always parents watching the games and training sessions. Does that mean the coach won't need a WWC Check?

If a person's contact with children is directly supervised they are not engaged in "child-related work". Direct supervision requires *immediate and personal* supervision, by someone who has the role of supervising the worker/volunteer's contact with children. Therefore, for a parent to provide direct supervision of the coach, all parties would need to understand that this was the parent/s' role.

10. When does a supervisor need a WWC Check?

If the supervisor is engaged in "child-related work", they will require a WWC Check unless an exemption applies (see FAQ 1).

11. I've already had a police check. Why do I need a WWC Check?

The WWC Check is different from a police check. Not all offences are of concern to the WWC Check. Broadly, the WWC Check considers serious sexual, violent and drug offences. WWC Check card-holders are also subject to ongoing monitoring for the five years in which the WWC Check card is valid (unless revoked). A police check gives a one-off "snapshot" of a person's criminal record up to the date of the check. Your club/association might also require you to provide a police check based on other legislation or club/association policy.

12. How much does the WWC Check cost?

The WWC Check is free for volunteers, and an application fee applies for paid employees and self-employed (the fee is currently $73.90, but will increase every year on the 1st of July). A person is considered to be a volunteer if they only receive reimbursement for out-of-pocket expenses. It is an offence to use a volunteer WWC Check for "child-related work" for profit or gain.

13. What if I don't apply by the relevant deadline?

If you are required to apply for a WWC Check and you have not done so by the relevant deadline, it will be an offence for you to commence or continue to perform "child-related work". It will also be an offence for the club or association to engage you in "child-related work". Offences include a substantial fine and/or up to 2 years imprisonment.

14. What if my usual work for the club/association is also in connection with another occupational field that has already been phased in, for example an overnight camp?

If you are undertaking "child-related work" that is in connection with more than one occupational field, you must apply for a WWC Check by the due date for the field that is phased in first. For example, the due date for overnight camps was 30 June 2007. If you are involved in "child-related work" for a club/association in connection with an overnight camp you must apply for a WWC Check before beginning that work, or you and the club/association may be subject to criminal penalties.

This FAQ sheet is a guide only and is not a substitute for legal advice or the relevant legislation.

Further Information

Website: **www.justice.vic.gov.au/workingwithchildren**
Information Line: **1300 652 879**

Working with Children Check

When you need to apply for a Check

The WWC Check is being phased in over a five year period. A person who is performing "child-related work" as defined by the *Working with Children Act 2005* is required to apply for a Check. When you need to apply depends on the period of time your occupational category is being phased in. To work out when it is time to apply, check the phasing plan below. If you fall into more than one occupational category, you should apply under whichever category comes first.

The following categories have already been phased-in

- **Child protection services**
- **Juvenile Justice**
- **Fostering children**
- **Community services**
- **Family day care**
- **School crossing services**
- **Overnight camps**
- **Outside school hours care**
- **Educational institutions**
- **Child Care Services**
- **Kindergartens / preschools**
- **Counselling or other support services**
- **Transport services**
- **Refuges or other residential facilities**
- **Religious Organisations**

People intending to work in connection with the above occupational categories must apply for a Working with Children Check before commencing such work. Failure to do so may result in penalties.

The following categories are still to be phased-in	When to Apply

• **Babysitting or childminding services arranged by a commercial agency**
• **Clubs, associations or movements** of a **recreational** or **sporting** nature in connection with the following sport or recreation :
  ◦ Athletics (including Little Athletics)
  ◦ Basketball
  ◦ Cricket
  ◦ Football (Australian Rules)
  ◦ Football (soccer)
  ◦ Gymnastics (including trampolining)
  ◦ Martial arts
  ◦ Netball
  ◦ Swimming (including lifesaving)
  ◦ Tennis
that provide services or conduct activities for, or directed at, children, or whose membership is mainly comprised of children
• **Paediatric wards** of public or private hospitals as defined in the *Health Services Act 1988.*
	Year 3
	1 July 2008 to
	30 June 2009

• **Clubs, associations or movements** of a **recreational** or **sporting** nature in connection with *all remaining* sport and recreation groups not previously phased-in that:
  - provide services or conduct activities for, or directed at, children, or
  - whose membership is mainly comprised of children
• **Coaching or tuition** services of any kind for children
	Year 4
	1 July 2009 to
	30 June 2010

• **Clubs, associations or movements** of a cultural nature that:
  - provide services or conduct activities for, or directed at, children, or
  - whose membership is mainly comprised of children
• Commercial **entertainment or party services** for children, unless they are merely incidental to or in support of other business activities
• Commercial **gym or play facilities** for children unless they are merely incidental to or in support of other business activities
For example, the provision of play facilities for children by a fast-food business may be merely incidental to the business of providing food
• Commercial **photography services** specifically for children unless they are merely incidental to or in support of other business activities
• Commercial **talent or beauty competitions** for children unless they are merely incidental to or in support of other business activities.
	Year 5
	1 July 2010 to
	30 June 2011

Instructions for Bulk Lodgement of Working with Children Check Applications at Australia Post

Bulk Lodgement of Working with Children (WWC) Check Applications is available for organisations to assist their employees and volunteers. Organisations need to make arrangements directly with participating Australia Post outlets and are able to pay on behalf of their employees.

To locate your nearest participating outlet for application lodgement, phone **13 13 18** or visit the Australia Post website: **www.auspost.com.au**

Organisations are requested to take the following steps to facilitate Bulk Lodgements at Australia Post:

1. Contact the Postal Manager at your preferred participating Australia Post outlet to request a Bulk Lodgement of WWC Check Applications.
2. Advise the total number of applicants to be processed from your organisation.
3. Schedule appointment times for each Bulk Lodgement. A limit of 5 applicants per appointment is suggested, greater numbers may be accepted at the discretion of Postal Managers at each outlet.
4. Advise the Postal Manager of the payment arrangement to be used from the following alternatives:
   (a) Each applicant to pay for his or her own application using cash, EFTPOS, MasterCard or Visa* (Employers may choose to subsequently reimburse employees)
   (b) Pre-payment to be made by the employer on behalf of a set number of employees using cash, MasterCard, Visa, Bank Cheque or organisation issued cheque*

* Personal Cheques are not an accepted payment method for WWC Checks. Bank Cheque or organisation issued cheques are accepted.

Pre-payments by Employers

Organisations using the pre-payment option are required to provide the Australia Post outlet with both the pre-payment and a list of applicant names prior to the first appointment. As employees apply for WWC Checks, names will be marked off the list and each application fee will be deducted from the pre-payment amount. Where all of the pre-payment funds are not used, employers will be refunded the balance.

Australia Post Enquiries

To arrange a bulk lodgement, contact Australia Post and ask to speak to the manager of your local participating outlet:

Australia Post Customer Service	13 13 18

Department of Justice

Working with Children Check Information Line	1300 652 879

CD/08/105788 July 2008

Clubs and Associations may use the 'Sporting Club/Association Checklist for Working with Children Check Applicants' on the following page to assist members with the Working with Children Check application process.

There are several fields in the PDF document that should be completed by individual clubs/associations with relevant information (shown below in blue text).

INSERT CLUB/ASSOCIATION NAME

Sporting Club/Association Checklist for Working with Children (WWC) Check Applicants

Application forms are available from participating Australia Post Offices.

1	Before completing the WWC Check Application Form, read the Guide attached to the form.
2	Complete the WWC Check Application Form with a **BLACK PEN** (but do not sign), and ensure you present: • Current and original proof of identity documents – see page 9 of the Application Guide (*Your documents much reach a **minimum** total of 100 points*) • A passport sized and quality photo • As of 1 July 2008, an Employee application fee is $73.90* and Volunteer applications are free. **Fees change annually on 1st July. Please refer to the website or contact the WWC Check Information Line to get the current fee if applying around this date.* You need to lodge your application at a participating Australian Post outlet. Visit **www.auspost.com.au** or phone **13 13 17** to locate your nearest participating outlet.
3	Your application must be lodged with Australia Post by **INSERT RELEVANT DATE (CONSULT PHASING PLAN)**
4	You will be required to sign the application form in front of an Australia Post outlet member who will verify your information, take a photocopy of your documents and provide you with an application lodgement receipt.
5	Your application receipt contains a receipt number in the top right hand corner. Your original receipt must be sighted by **INSERT RELEVANT PERSON'S NAME / POSITION** who will record your application number.
6	Applications will be forwarded to the Department of Justice (DoJ) by Australia Post. On average, processing takes approximately three to eight weeks. Processing may take longer in some instances, and this is not an indication that the applicant will not pass the WWC Check.
7	If you pass the WWC Check, an Assessment Notice will be sent to you by the DoJ and you will receive a WWC Check card a few weeks later. Your WWC Check Assessment Notice or card can be used to prove you have passed a WWC Check. Under the WWC Act 2005, organisations have a responsibility to make sure relevant staff/volunteers have passed the WWC Check. Our organisation has arranged for **INSERT RELEVANT PERSON'S NAME / POSITION** to check that all relevant staff/volunteers have passed, and s/he will ask to see your WWC Check card as proof.
8	In the event that you are issued with an Interim Negative Notice (INN) or a Negative Notice (NN), you will be advised of your obligations by the Department of Justice and you should discuss your options with **INSERT RELEVANT PERSON'S NAME / POSITION**
9	If you require additional information about WWC Check: • Visit the DOJ website **www.justice.vic.gov.au/workingwithchildren** • Contact the WWC Check Information Line on **1300 652 879** • Speak to **INSERT RELEVANT PERSON'S NAME / POSITION / CONTACT DETAILS**

Sporting Club / Association Checklist for Working with Children (WWC) Check Applicants

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2	Complete the WWC Check Application Form with a **BLACK PEN** (but do not sign), and ensure you present: • Current and original proof of identity documents – see page 9 of the Application Guide (*Your documents much reach a **minimum** total of 100 points*) • A passport sized and quality photo • As of 1 July 2008, an Employee application fee is $73.90* and Volunteer applications are free. **Fees change annually on 1st July. Please refer to the website or contact the WWC Check Information Line to get the current fee if applying around this date.* You need to lodge your application at a participating Australian Post outlet. Visit **www.auspost.com.au** or phone **13 13 17** to locate your nearest participating outlet.
3	Your application must be lodged with Australia Post by
4	You will be required to sign the application form in front of an Australia Post outlet member who will verify your information, take a photocopy of your documents and provide you with an application lodgement receipt.
5	Your application receipt contains a receipt number in the top right hand corner. Your original receipt must be sighted by who will record your application number.
6	Applications will be forwarded to the Department of Justice (DoJ) by Australia Post. On average, processing takes approximately three to eight weeks. Processing may take longer in some instances, and this is not an indication that the applicant will not pass the WWC Check.
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8	In the event that you are issued with an Interim Negative Notice (INN) or a Negative Notice (NN), you will be advised of your obligations by the Department of Justice and you should discuss your options with
9	If you require additional information about WWC Check: • Visit the DOJ website **www.justice.vic.gov.au/workingwithchildren** • Contact the WWC Check Information Line on **1300 652 879** • Speak to

Identity Services

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Department of Justice

Application for a Working with Children Check

Please use **BLACK INK** and print within the boxes in BLOCK LETTERS.
Use CROSSES in boxes marked with an X. Please leave spaces between words.

This application for a Working with Children Check is made to the Secretary to the Department of Justice in accordance with the Working with Children Act 2005.

NOTE: If you have difficulty completing or lodging this form due to your specific needs or circumstances please contact the WWC Check Information Line on 1300 652 879.

It is a criminal offence under section 39 of the Working with Children Act 2005 to provide false or misleading information when applying for a Working with Children Check.

Sample only
Cannot be used for applying

Type of Application (This section must be completed)

1. New application?

Yes [X] ▶ If yes, is this; A Volunteer Application OR An Employee Application [X]

Choose "Volunteer" or "Employee" box only

No [ ] ▶ Use this form for a change of status from 'Volunteer' to 'Employee'. Enter your previous Working with Children Check Card number.

NOTE: It is a criminal offence under section 37 of the Working with Children Act 2005 to use a volunteer Assessment Notice for paid work.

Your Details - the applicant (This section must be completed)

2. Title (eg. Mr, Ms, Mrs, Miss, Dr) Family Name (Surname)

M S C I T I Z E N

First Name and Middle Name/s

J O A N B E A

3. Gender [ ] Male [X] Female Choose one box only

4. List any other names you are currently or have ever been, known by including name at birth, previous married name(s), maiden name, and aliases
(Note: If the name you have provided above is different to the name on any of your identification documents, you must show proof of your name change when you lodge this application. Refer to the Guide for Applicants for details of acceptable documents)

Family Name (Surname)

S A M P E L L

First Name and Middle Name/s

J O A N B E A

Family Name (Surname)

First Name and Middle Name/s

Family Name (Surname)

First Name and Middle Name/s

5. Date of Birth 0 1 0 1 1 9 7 8

6. Place of Birth - Town/city

M E L B O U R N E

State - only if born in Australia

V I C

Country

A U S T R A L I A

Contact information (This section must be completed)

7. Current Residential Address

1 2 Y O R E S T R E E T

Suburb/Locality | State | Postcode

M Y T O W N | V I C | 3 9 9 9

8. Current Postal Address if different to above

Suburb/Locality | State | Postcode

9. Please list your contact numbers

Home 0 3 9 8 7 6 5 4 3 2 Work 0 3 9 1 1 2 2 3 3 4

Mobile 0 1 1 1 1 1 1 1 1 1

10. List any previous addresses you have lived at in the last five years

Residential Address

9 9 O L D R O A D

Suburb/Locality | State | Postcode

O L D T O W N | V I C | 3 9 0 1

Residential Address

Suburb/Locality | State | Postcode

Residential Address

Suburb/Locality | State | Postcode

Sample only
Cannot be used for applying

Details of Child-Related Work (This section must be completed if you are engaged or intend to be engaged in child-related work)

11. List the area(s) of child-related work in which you work or volunteer, or intend to work or volunteer

Refer to the table of child-related work at the back of this application. Please indicate code/s that apply and whether you will be a volunteer or an employee (or both)

Code No.	18	Volunteer		Employee	X	Code No.		Volunteer		Employee	
Code No.	10	Volunteer	X	Employee		Code No.		Volunteer		Employee	

(Note: 'Child-related work' has a specific meaning (see Section 1 of the Guide). The phasing plan affects whether you are doing child-related work.)

Details of Organisation/s (This section must be completed)

12. Which organisation(s) do you work or volunteer with in child-related work?

- [ ] I do not currently work or volunteer in child-related work
- [ ] I do not currently work or volunteer in child-related work, but my commencement with the following organisation(s) is dependent upon passing a Check
- [X] I currently work or volunteer in child-related work with the following organisation(s)

Name of primary Organisation: MYTOWNCARE FAMILY DAY CARE SERVICES

Street Address: JAMBOOK LANE

Suburb/Locality: MYTOWN — State: VIC — Postcode: 3999

Employer/Volunteer organisation HR Manager contact phone number: 99911111

Name of other Organisation: HAVE FUN KID'S RECREATION CAMP

Street Address: 1 PEBBLE ROAD

Suburb/Locality: THATCITY — State: VIC — Postcode: 3998

Employer/Volunteer organisation HR Manager contact phone number: 99922222

Name of other Organisation

Street Address

Suburb/Locality — State — Postcode

Employer/Volunteer organisation HR Manager contact phone number

Sample only
Cannot be used for applying

Identification Details (This section must be completed if your identity documents include a passport and/or a driver licence)

13. If you are using a Passport or Driver Licence as an identity document please list the details below

(Refer to the Guide for Applicants for full details of the identification documents required when lodging your application)

Current Passport Number — Country of Issue

Current Australian Driver Licence Number: 19191911 — State of Issue: VIC

Applicant's consent and signature (This section must be completed by the applicant)

14. I apply to the Secretary to the Department of Justice (Secretary) for a Working with Children Check to be carried out on me and an Assessment Notice to be given to me on completion of the Check.

I authorise the Secretary to arrange for the conduct of a police record check on me in connection with the consideration of this application and, if an Assessment Notice is given subsequent to a police record check, to ongoing police record checks on me from time to time whilst an Assessment Notice remains in force.

I consent to the Secretary making enquiries about me to any relevant prescribed body in connection with the consideration of this application and, if an Assessment Notice is given, to ongoing enquiries being made about me with any relevant prescribed body from time to time whilst an Assessment Notice on me remains in force and to the disclosure to the Secretary by any relevant prescribed body of any relevant information concerning me.

Further details regarding the police record check are contained in Part 3 of the Guide for Applicants.

Secure photo face up

Place your passport size photo here

DO NOT SIGN UNTIL YOU LODGE YOUR APPLICATION

Your signature must be witnessed by the Australia Post officer.

Applicant please sign within the box using black pen

Must be signed in front of Australia Post staff member at time of lodging application

Signature must be within white box

Date D D M M Y Y Y Y

AUSTRALIA POST USE ONLY:

Proof of Identity Documentation
Identity can only be accepted with one of the following combinations:

X A + B + C = 100 points or more (additional A, B or C documents may be provided to meet 100 points) OR

X 1 x B (min 40 points) + 2 x B + C = 100 points or more

X Australia Post Use Only Original letter attached

Documents must be current	A Photo and Signature	B Govt	C Residential Address	Points
Australian Passport	X	X	■	70
Foreign Passport	X	X	■	70
Australian Driver Licence	X	X	X	70
Australian Firearms Licence	X	X	X	70
Centrelink card (with ref. number)	■	X	X	40
Australian Birth Certificate (no extracts)	■	X	■	70
Travel Document or current Australian visa	■	X	■	70
Certificate of Australian Resident Status	■	X	■	70
Australian Citizenship Certificate	■	X	■	70
DVA card	■	X	■	40
Tertiary ID card	■	X	■	40
Private security individual operator licence	■	X	■	40
Medicare card	■	X	■	25
Credit or account card	■	X	■	25
Marriage Certificate (registry issue only)	■	X	■	25
Change of Name Certificate (reg. issue only)	■	X	■	25
Superannuation Statement	■	X	X	25
Taxation Assessment Notice	■	X	X	25
Motor vehicle registration	■	X	X	25
Utilities Notice	■	■	X	25
Financial Institution Statement	■	■	X	25
Electoral Enrolment	■	■	X	25
Rental contract or receipt issued by landlord, agent or owner	■	■	X	25

TOTAL POINTS

Verifier's Declaration
I certify that:

X Original Proof of Identity and change of name documents sighted and photocopied

X Documents satisfy Proof of Identity requirements and minimum of 100 points achieved

X Name, date of birth, address, photo and signature on form match Proof of Identity documents

X Photo is a recognisable likeness of the applicant and applicant's signature witnessed and verified

X Sections 1 to 14 have been completed

X The Application Receipt and EPOS receipt was completed and handed back to the applicant

Proof of Name Change attached

X Marriage Certificate X Divorce Papers

X Deed Poll X Change of Name Certificate (registry issue only)

X Fee taken – receipt issued X No fee taken – receipt issued

Verifier's Signature

Date D D M M Y Y Y Y

Work Centre Code

Sample only. Cannot be used for applying

Receipt Number

Working with Children Check

Victoria
The Place To Be

Your Application Receipt

Please complete the details below prior to lodgement with Australia Post

Applicant to Complete

Applicant Details

Title (eg. Mr, Ms, Mrs, Miss, Dr): M S

Family Name (Surname): C I T I Z E N

First Name and Middle Name/s: J O A N B E A

Current Residential Address: 1 2 Y O R E S T R E E T

Suburb/Locality: M Y T O W N

State: V I C

Postcode: 3 9 9 9

Contact Number: 0 3 9 8 7 6 5 4 3 2

Date of birth: 0 1 0 1 1 9 7 8

DO NOT SIGN UNTIL YOU LODGE YOUR APPLICATION

Applicant Signature:

Must be signed in front of Australia Post staff member at time of lodging application

Signature must be within white box

Type of Application

[ ] Volunteer - not for child related work for profit or gain

[X] Employee

Choose "Volunteer" or "Employee" box only

This verified receipt can be used as evidence that the person named above has applied for a Working with Children Check (Check) in Victoria. This verified receipt can be used until the application is decided, or for a maximum of 60 days from the date of issue, whichever occurs sooner. This receipt is not evidence that the person has passed a Check.

Applicants and employers are encouraged to check the status of an application online at www.justice.vic.gov.au/workingwithchildren or by contacting the Information Line on 1300 652 879.

Note: Offences may apply under the Working with Children Act 2005, for engaging in, or engaging others in child-related work where the person has not passed a Check.

Sample only
Cannot be used for applying

AUSTRALIA POST USE ONLY - Receipt Verification

Date of issue: D D M M Y Y Y Y

Verifier's Signature

Australia Post Stamp

Australia Post staff MUST:
Verify the information on this receipt;
Date, sign and stamp this receipt;
Detach this application receipt and staple to the EPOS receipt; and
Provide both receipts to the applicant