



Completing a WWC Check Application Form Instructions for Employees, Volunteers, Students and Self-Employed People (the applicant)

If you are applying for a Working with Children (WWC) Check, then the following instructions outline the process. If you would like to renew your current WWC Card please visit our website www.workingwithchildren.wa.gov.au for information about renewing online.

1. Obtain an *Application for a WWC Check* form from an authorised Australia Post outlet or alternatively you can contact the WWC Screening Unit. If you are not self-employed you may receive a copy from your employer.
2. Accurately complete the *Application for a WWC Check* form.
3. Read and sign the Applicant Declaration which provides your ongoing consent.
4. If you are not self-employed then your employer, volunteer organisation or education provider's authorised representative completes Parts 5 and 6 of the form and signs the 'Employer, volunteer organisation or education provider declaration' (Part 7).
5. Lodge your *Application for a WWC Check* form in person at an authorised Australia Post outlet together with:
 - the correct combination of documents to meet the 100 Point Proof of Identity Check, and
 - the required fee. Preferred payment is by EFTPOS, MasterCard, Visa or cash. Cheques are not accepted.

The image shows a thumbnail of the 'Application for a Working with Children Check' form. The form is titled 'Application for a Working with Children Check' and includes sections for 'ATTACH RECEIPT HERE', 'CONTACT US', and 'Information in this guide'. It also contains detailed instructions and a declaration section.

Australia Post will not accept the form without sufficient proof of identity documents. A photograph will be taken when you lodge the form (this is included in the fee) and if your application is successful will appear on the WWC Card issued to you.

6. Keep your application receipt as it is proof that you have a pending application and in most cases this allows you to start or continue your child-related work. However if you have a conviction for a Class 1 offence committed when an adult, or have a current Interim Negative Notice or Negative Notice, you must not start or continue child-related work.
7. If you are not self-employed show your **receipt** to your employer, volunteer organisation or education provider. This allows you to start or continue your child-related work, unless you have a conviction for a Class 1 offence committed when an adult, or have a current Interim Negative Notice or Negative Notice, as stated above.

Tips for completing your application form

When completing your *Application for a WWC Check* form:

- Print clearly within the boxes using CAPITAL LETTERS and **black ink**.
- Leave boxes that you do not need to complete blank.
- Leave spaces between words (see below).

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- Use crosses not ticks.
- Ignore the * on some boxes, this is for Australia Post use only.

Part 1: Type of application

- Select one option only.
- If you are renewing your current WWC Card, enter your card number (if known).

Part 2: Details of applicant

- Please use your full name which matches the name on your identification documents. This is the name that will appear on your WWC Card.
- Include all names under which you are known or have been known in the past, including your maiden name and any aliases.
- The WWC Screening Unit will use your preferred name if we need to phone you.

Part 3: Current address

- Please provide your current residential address (the address where you live) and your postal address (this is where the outcome of your Check will be sent).

Part 4: Previous residential address/es

- Please provide the three most recent addresses where you have lived within the last five years (in Australia).

Part 5: Child-related work details

- For applicants who are not self-employed, your employer, volunteer organisation or education provider will complete this part or may provide you with a template on how to complete it.
- Please select your type of employment - self-employed, employee or paid student, volunteer or unpaid student, paid or unpaid managerial officer of a child care service.
- Select the category of child-related work you are about to start or are engaged in. If you are unsure which category applies to you, please discuss this with your employer, volunteer organisation or education provider representative, or contact the WWC Screening Unit.

- If you have a paid and a volunteer/ unpaid job in child-related work you must apply as a paid employee (or self-employed person). Select the category of child-related work that applies to your paid employment.
- If you have more than one paid, or more than one volunteer or unpaid job in child-related work select the category for which an exemption does not apply. Click here for more information about exemptions.
- References to paid or unpaid managerial officers only apply to work in connection with category 1 (child care service). The term refers to people who fit within the specific definition of a managerial officer in the *Child Care Services Act 2007* section 3, or a person with management or control as defined in the *Education and Care Services National Law (Western Australia)* section 5(1).
- Please be specific about your job title or role. If your job title does not indicate that you have contact with children in child-related work, then please include information that identifies your work with children. For example, if you coach your club's under 14 and under 18 netball teams as a volunteer, rather than write "volunteer" use "coach under 18 netball" for your job title. If your application contains insufficient or incorrect information the WWC Screening Unit will contact you or your authorised representative to verify.

Part 6: Details of your employer, volunteer organisation or education provider

- If you are self-employed or a managerial officer you are not required to complete Parts 6 and 7. Please progress to Part 8: Applicant declaration
- In many cases your employer, volunteer organisation or education provider will complete this part or may provide you with a template on how to complete it.
- Your employer, volunteer organisation or education provider representative is the authorised person to confirm your child-related work on behalf of your employer, volunteer organisation or education provider. The name of the person included here must be the same person that is signing your application form in Part 7.
- Provide the street address of your employer, volunteer organisation or education provider representative.
- Provide your employer, volunteer organisation or education provider's postal address where the outcome of your WWC Check should be sent and the authorised person to receive this information. This could be your authorised representative or another designated representative at a central administration location. If you are unsure, check with your employer, volunteer organisation or education provider.

Part 7: Employer, volunteer organisation or education provider declaration

- Your employer or organisation representative identified in Part 6 signs here.

Part 8: Applicant declaration

- Your signature must be in black ink and must stay inside the box.

- Before signing the declaration make sure you have read and understood the information provided in the guide. The guide provides important information about consenting to a WWC Check.
- You should be aware that it is an offence to provide false or misleading information to the WWC Screening Unit or your employer, volunteer organisation or education provider.
- Do not sign the second box unless instructed by Australia Post when lodging your application.

Identification documents you need to lodge your application

When you lodge your *Application for a WWC Check* form you must present certain documents to prove your identity, so that the correct criminal record information is obtained. All documents must be original and current (except for an expired passport that has not been cancelled and was current within the preceding two years).

You will need a combination of documents to show:

- 100 points of identification;
- your date of birth;
- proof of your current address; and
- photographic identification.

If you are unable to provide 100 point proof of identity check documents in your current name, you must provide documents to prove your change of name. These include:

- an original marriage certificate or extract,
- a certificate of marriage (commonly issued by the church or celebrant performing the marriage),
- divorce papers, or
- a name change certificate issued by a State or Territory Registry of Births, Deaths and Marriages

If you do not have sufficient identification or if you live in a remote community and are unable to access an authorised Australia Post outlet, please contact the WWC Screening Unit on (08) 6217 8100 or 1800 883 979 (country callers) to find out how to apply.

Required Document Combinations for the 100 Point Proof of Identity Check

The following combinations make up the required 100 Point Proof of Identity Check:

- one A document **PLUS** one B document; or
- one B document **PLUS** three C documents; or
- one A document **PLUS** two C documents; or
- for persons under 18 years of age only, one A document **OR** one D document.

Category A documents include:

- current passport;
- Australian birth certificate – this must be a full birth certificate as issued by the Registrar of Births, Deaths and Marriages (extracts are not acceptable nor are birth certificates from other countries);
- Birth card issued by New South Wales Registry of Births, Deaths and Marriages;
- an expired passport which has not been cancelled and was current within the preceding two years; or
- Australian citizenship certificate.

Category B documents include:

- 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 by an Australian tertiary education institution containing a copy of the seal or stamp of the institution. The card must have the student's signature and/or photograph;
- Department of Veterans Affairs (DVA) card
- Centrelink card (with reference number);
- Government employee ID;
- a current WWC Card issued in Western Australia.

Category C documents include:

- Medicare card;
- credit card or account card for a financial institution operating in and subject to the laws of Australia;
- bank statement issued by an Australian bank, or an international bank operating in and subject to the laws of Australia;
- motor vehicle registration or insurance papers;
- property rates notice;
- property lease agreement;
- home insurance papers;
- utilities notice;
- records of an Australian primary, secondary or tertiary education institution attended by the signatory in the last ten years;
- records from a current employer or previous employer within the last two years;
- records of an Australian professional or trade association of which the signatory is a member;
- proof of age card issued by the Department of Transport WA; or
- a mortgage.

Category D documents (for persons under 18 years of age only) include:

- 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 on its letterhead; or
- a student identification card containing a copy of the seal or stamp of the institution.

More Information

For more relevant information please visit the website www.workingwithchildren.wa.gov.au and specifically:

Factsheet 9: Information for Employees and Volunteers

Factsheet 10: Offences and Penalties for Employees and Volunteers

Factsheet 11: Information for Students

Factsheet 12: Offences and Penalties for Students

Factsheet 13: Information for Self-Employed People

Factsheet 14: Offences and Penalties for Self-Employed People

Disclaimer

The WWC Children Screening Unit is committed to providing clear information to help you understand your rights and meet your obligations. Every reasonable effort has been made to ensure information is accurate and up to date. However, errors can occur and changes after the time of publication may impact on the accuracy of the information in a factsheet.

The latest publication of a factsheet and further information about the Working with Children law is available on our website at www.workingwithchildren.wa.gov.au. If you require additional assistance you may also contact us on (08) 6217 8100, for country callers using a landline 1800 883 979 (toll free).

The information in this factsheet is provided on the understanding that it is not to be relied on for legal or professional advice.

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Working with Children Screening Unit

Website address: www.workingwithchildren.wa.gov.au

Email address: checkquery@cpfs.wa.gov.au

Phone number: (08) 6217 8100 or 1800 883 979 (WA country callers using a landline)