



Completing a WWC Check Application Form Instructions for Employers, Volunteer Organisations and Education Providers

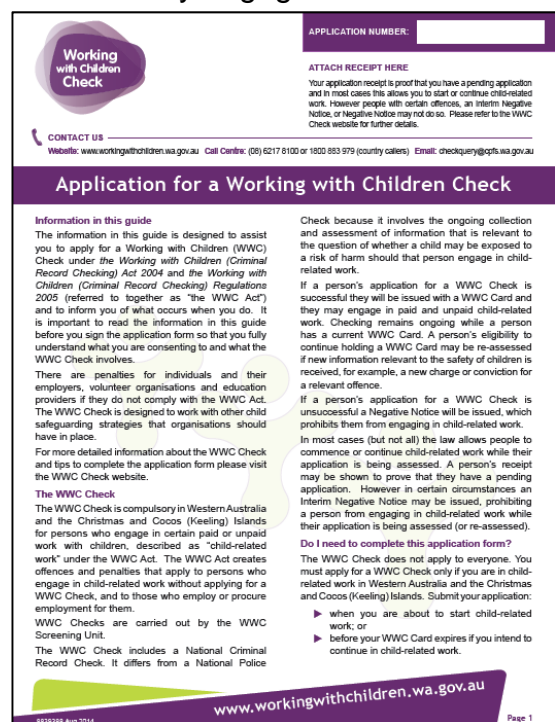
If you are authorised to sign-off on Working with Children (WWC) Check application forms on behalf of your employer, volunteer organisation or education provider then the following instructions outline the process:

1. Obtain an *Application for a WWC Check* form from an authorised Australia Post outlet or alternatively you can contact the WWC Screening Unit.
2. Give the *Application for a WWC Check* form to your employee, volunteer or student (the applicant) to complete.
3. As the organisation's authorised representative, you complete Parts 5 and 6 of the form and you sign the 'Employer, volunteer organisation or education provider declaration' (Part 7), certifying the applicant is in about to start or currently engages in child-related work for your organisation.

4. The applicant lodges their application 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.

Australia Post will not accept the form without sufficient proof of identity documents. A photograph will be taken when the application form is lodged (this is included in the fee).

5. The applicant shows you their application receipt as it is proof that they have a pending application and in most cases this allows them to start or continue their child-related work. However if a person has a conviction for a Class 1 offence committed when an adult, or have a current Interim Negative Notice or Negative Notice, they must not start or continue child-related work.



Tips for completing the application form

When completing your information on the *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).

U	5		1	2		S	M	I	T	H		S	T		
---	---	--	---	---	--	---	---	---	---	---	--	---	---	--	--

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

The applicant will complete their information in Parts 1 to 4. You should complete Parts 5 and 6 or you can provide a template to the applicant on how to complete these sections. As the authorised representative, you sign Part 7.

Part 5: Child-related work details

- Please select the type of employment - employee or paid student, or volunteer or unpaid student.
- 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).
- Select the category of child-related work the applicant is about to start or is currently engaged in. If you are unsure which category applies to your organisation or the work done by the applicant, then please see the 'Who Needs a WWC Check' information on the WWC Check website for more information. Alternatively you can contact the WWC Screening Unit.
- If the applicant has a paid and a volunteer/ unpaid job in child-related work then they must apply as a paid employee. When selecting a category of child-related work where the applicant has 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. For information about exemptions read **Factsheet 2: Child-Related Work and Exemptions**.
- Please be specific about the applicant's job title or role. If the applicant's job title does not indicate that they have contact with children in child-related work, then please include information that identifies the applicant's work with children. For example, if the applicant coaches your club's under 14 netball team as a volunteer, rather than write "volunteer" use "coach under 14 netball" for the job title.
If the application contains insufficient or incorrect information the WWC Screening Unit will contact you or the applicant to verify.

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

- If the applicant is a managerial officer you are not required to complete Part 6.
- As stated previously, as the authorised representative you complete this part or you may provide the applicant with a template on how to complete it.

- You confirm the applicant's 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 the application form in Part 7.
- Provide your street address, i.e. the location where you as the authorised representative works.
- Provide your postal address where the outcome of the applicant's WWC Check should be sent. This could be you as the authorised representative (above) or another designated representative at a central administration location.

Part 7: Employer, volunteer organisation or education provider declaration

- If the applicant is a managerial officer you are not required to complete Parts 7.
- As the authorised representative you must sign the declaration certifying the applicant is employed or proposed to be employed in child-related employment and that you are aware it is an offence to give false or misleading information in the application form.
- Your signature must be in **black ink and must stay inside the box.**

More Information

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

Factsheet 2: Child-Related Work and Exemptions

Factsheet 5: Information for Employers and Volunteer Organisations

Factsheet 6: Offences and Penalties for Employer and Volunteer Organisations

Factsheet 7: Information for Education Providers

Factsheet 8: Offences and Penalties for Education Providers

Disclaimer

The WWC 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.

To the full extent permitted by law, the Department of Communities, Government of Western Australia, its officers, employees, agents and others acting under its control, expressly disclaim all liability arising out of any action taken or loss resulting as a result of reliance on information provided in a factsheet.

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)