



Factsheet 12: Application Process for Interstate Employees, Volunteers and Students

Background

The *Working with Children (Criminal Record Checking) Act 2004* (the Act) aims to protect children from harm by providing a high standard of compulsory national criminal record checking for people wishing to do paid, unpaid or volunteer child-related work with children in Western Australia. The Working with Children (WWC) Check considers criminal records to see if people have charges or convictions that indicate they may harm a child.

This factsheet outlines the steps to be taken where the **proposed employee/volunteer/student is located outside of Western Australia** and must apply for a WWC Check prior to commencing work in Western Australia.

How to Apply: Information for Employer/ Volunteer Organisation/ Education Provider Agency Representatives (for employees, volunteers and students on placement)

1. Identify if the proposed employee/volunteer/student (applicant) will be in child-related work. Take care to ensure that individuals who are exempt under the Act, including volunteers and students on unpaid placement who are under 18 years of age, **do not** apply.
2. The Employer/volunteer organisation/education provider agency representative obtains a WWC Check application form from an authorised Australia Post outlet in Western Australia or by phoning the WWC Screening Unit. See www.auspost.com.au for details of authorised Australia Post outlets.
3. The **agency representative** completes the sections of the application form which are shown below. By completing the following sections and signing the application form the agency representative is confirming the proposed applicant will be in child-related work.
4. Once the following sections are completed, post the application form to the proposed the applicant.

Part 2: Details of Applicant											
Title (eg Mr, Mrs, Ms, Miss, Dr, Rev etc)											
Family Name/Surname											
Given Name/s											

Enter employee/ volunteer/ student's details here.
Consult employee/volunteer/student to ensure all names (including middle names) are spelt correctly as per identification documents.

Part 5: Child Related Employment Details											
Category of Child Related Work (see page 2, Section 1 and note comments on Category 19 and 20)*											
Type of Employment*											
<input checked="" type="checkbox"/> Self Employed OR <input checked="" type="checkbox"/> Paid Employee OR <input checked="" type="checkbox"/> Volunteer/Unpaid Position OR <input checked="" type="checkbox"/> Paid Managerial Officer OR <input checked="" type="checkbox"/> Unpaid Managerial Officer											
Name of Organisation for which you undertake Child-related work											
Applicant's job title/role in child-related work*											
Organisation's Phone Number											

Enter employment details here.
Fill in your organisation name, contact phone number and the applicant's job title/role in child-related work.

General information and summary only - please visit the WWC website at www.checkwwc.wa.gov.au for further details.

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)

Position of Employer/Agency Representative

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

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

Suburb/Town/Locality State Postcode

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

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

Suburb/Town/Locality State Postcode

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.

Please sign within the box and use black ink

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

Date signed

Employer/Organisation details here.

Fill in your name, position and address.

Employer/Agency Declaration

Sign within the box and date the application form, confirming the applicant is in child-related work.

How to Apply: Information for the Proposed Employee/ Volunteer/ Student

1. After receiving the partially completed WWC Check application form from the prospective employer/ volunteer organisation/ education provider, the employee/ volunteer/ student (the applicant) completes the remaining sections of the form.
2. The applicant identifies their nearest authorised Australia Post outlet by checking the website www.auspost.com.au for details. There are a number of authorised outlets interstate including in **Adelaide, Alice Springs, Brisbane, Canberra, Darwin, Hobart, Launceston, Melbourne** and **Sydney**. If the applicant is unable to access one of these outlets, contact the WWC Screening Unit on (08) 6217 8100 to discuss the application.
3. The applicant lodges their application in person at an authorised Australia Post outlet. When applying, applicants need to present sufficient documents to meet the 100 points identification criteria and pay the required fee. Accurate identifying information is essential to make sure the criminal history check is carried out for the correct person, this includes current address details and photographic identification. See the guidelines on the application form for full information about what identification is acceptable. Visit our website www.checkwwc.wa.gov.au for the current fees.

Outcome of the WWC Check

- A 'successful' WWC Check results in a WWC Card which is portable (in WA) for three years across all types of child-related work, unless cancelled.
- A card with a photograph will be issued as proof of a WWC Check. However, a WWC Card **IS NOT** an endorsement of a person's general suitability to work with children.
- An 'unsuccessful' WWC Check results in a Negative Notice, which prohibits the holder from carrying out child-related work (including voluntary work) under any category with any employer or as a self employed person in WA.



General information and summary only - please visit the WWC website at www.checkwwc.wa.gov.au for further details.

- The agency representative identified on the WWC application form will be told what the outcome of the WWC Check is, and any subsequent changes to the person's status should they have a change in their criminal history, but will not be given details about a person's criminal record.
- The WWC Card is 'live' which means that it is monitored and updated information is received, including from the WA Police. If a person is charged with, or convicted of, an offence of concern, their WWC Card can be re-assessed. If the re-assessment is unsuccessful a Negative Notice is issued. The Negative Notice cancels the WWC Card and current employers, known to the WWC Screening Unit will be notified of this.

More information

For more information about the responsibilities and obligations for self employed persons, education providers, employers, students and volunteer coordinators please visit our website www.checkwwc.wa.gov.au and specifically:

Factsheet 3: Information for Employers and Volunteer Organisations

Factsheet 6: Information for Employees and Volunteers

Factsheet 13: Information for Self Employed People

Factsheet 14: Information for Students

Factsheet 17: Information for Education Providers

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.checkwwc.wa.gov.au. If you require additional assistance you may also contact us on (08) 6217 8100, for country callers 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 for Child Protection and Family Support, 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.checkwwc.wa.gov.au

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

Phone number: (08) 6217 8100 or 1800 883 979 (toll free for country callers)

Factsheet last updated July 2013

General information and summary only - please visit the WWC website at www.checkwwc.wa.gov.au for further details.