



Factsheet 12: Application Process for Interstate Employees and Volunteers

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 is located outside of Western Australia** and must apply for a WWC Check prior to commencing work in Western Australia.

Information for Employers, Education Providers or Agency Representatives (for employees, volunteers and students on placement)

1. The **Employer, Education provider or Agency Representative** must obtain an application form from an authorised Australia Post outlet in Western Australia or by phoning the WWC Screening Unit. See www.checkwwc.wa.gov.au for details of authorised Australia Post outlets.
2. The **Employer, Education Provider or Agency Representative** must complete the sections of the application form which are shown below. **By completing the following sections on the application form the Employer, Education Provider or Agency Representative is certifying the Employee/Volunteer will be in child-related work.**
3. Once the following sections are completed, post the application form to the proposed Employee/Volunteer (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's details here.

Consult Employee/Volunteer 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.

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		
<input checked="" type="checkbox"/> 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.		Signature of Employer/Agency Representative Must be the person named in Part 6 above
Date signed <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Please sign within the box and use black ink

Employer/Agency details here.
Fill in your name, position and address.

Employer/Agency Declaration
Sign within the box and date the application form, verifying the applicant is in child-

Information for Proposed Employee/Volunteer

1. After receiving the completed application form from the prospective Employer or Agency Representative, the Employee/Volunteer (the applicant) completes the remaining sections of the application form.
2. The Employee/Volunteer identifies their nearest authorised Australia Post outlet from the list below or by checking the website www.auspost.com.au/workingwithchildren for details. If the applicant is unable to access one of the limited number of authorised Australia Post outlets contact the WWC Screening Unit on (08) 6217 8100 to discuss the application.
3. Once a preferred Australia Post outlet is chosen, contact the WWC Screening Unit on (08) 6217 8100. The Unit will then contact the preferred Australia Post Outlet to advise them of the Employee/Volunteer’s application.
4. The Employee/Volunteer must contact the preferred Australia Post outlet to make an appointment to lodge the application.
5. When lodging the application, the Employee/Volunteer must present sufficient documents to meet 100 points identification criteria. A photo will be taken at the time of the appointment.

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, subject to any relevant changes to a person’s criminal record during that time.

An ‘unsuccessful’ WWC Check results in a Negative Notice, which prohibits the holder from carrying out child-related work in WA.

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

Interstate Authorised Australia Post Outlets

DESIGNATED AUSTRALIA POST OUTLET	STREET ADDRESS	CONTACT NUMBER
Northern Territory		
Darwin GPO Post Shop	48 Cavenagh Street	(08) 8936 1102
Alice Springs Post Shop	31-33 Hartley Street	(08) 8952 1020
Australian Capital Territory		
Canberra GPO Post Shop	53-73 Alinga Street	(02) 6209 1680
New South Wales		
Australia Square Post Shop	264a-278 George St	(02) 9244 1980
Haymarket Post Shop	Sydney Central, Shop 13 477 Pitt St	(02) 9246 3925
Queen Victoria Build Post Shop	44 Market Street	(02) 9244 1352
Royal Exchange Post Shop	38-40 Pitt Street	(02) 9244 1373
Sydney City Post Shop	Shop 30 Level 6, MLC Centre 19-29 Martin Place	(02) 9244 3707
Sydney GPO Post Shop	1 Martin Place	(02) 9244 3713
Sydney South Post Shop	Stockland House 181 Castlereagh Street	(02) 9202 3591
Victoria		
Melb Collins St East Post Shop	Shop 13-17 Collins Place , 35 Collins Street	(03) 9203 3220
Melb Collins St West Post Shop	440 Collins Street	(03) 9203 3251
Melbourne Flinders Lane	246 Flinders Lane	(03) 9203 3241
Melbourne GPO (The Strand)	250 Elizabeth Street	(03) 9203 3042
Queensland		
Brisbane GPO	261 Queen St	(07) 3405 1465
City East PostShop	42 Albert St	(07) 3405 1755
South Australia		
Adelaide GPO Post Shop	141 King William Street	(08) 8402 6367
Adelaide Rundle Mall Post Shop	Shop 59, Level 1 City Cross Shopping Centre, 33-39 Rundle Mall	(08) 8402 6534
Tasmania		
Hobart GPO Post Shop	9 Elizabeth Street	(03) 6236 3577
Launceston Post Shop	111 St John Street	(03) 6336 1162

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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

Disclaimer

The Working with 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, 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@dcp.wa.gov.au

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

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