



Obtaining a Working with Children Check

Instructions - volunteers

A Working with Children Check for a volunteer must be applied for online. There are no fees for a volunteer Working with Children Check.

Access the online application form

- Go to <http://www.workingwithchildren.vic.gov.au/>
- Read through the information on the website

To begin your application

- Click **Apply for a Check** button on the home page
- Read through the details on how to apply.
- Click **Apply from Victoria**

Completing the form

Important information for applicants

- Read through the important information under the headings

Now we are ready to start entering your details...

- If you have applied for a WWCC before, select **yes** and provide your previous card number. Otherwise, select **No**.
- Select to apply for a **volunteer check**
- Click **Next**

Your details

- Fill out your personal details
- Click **Next**

Contact details

- Fill out your contact details
- Click **Next**

Organisation details

- Respond to the questions with the following answers

Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for?	Yes
Organisation name	Anglican Diocese of Bendigo – [insert your parish name]
Postal number and street	PO Box 2
Postal address line 2	-
Suburb	BENDIGO
State	VIC
Postcode	3552
Phone	03 5443 4711
Occupational work code	64 – Religious organisations



Review your details

- Review your application and edit any information if necessary
- Please note when putting down your organisation name please also add your parish
e.g. Anglican Diocese of Bendigo – St John’s, Marydale

Do not add the contact details for your local parish – it must be the diocese

Consent and declaration

- Carefully read through the points listed
- To proceed with the application, **check the box** at the bottom of the page
- Select **Sign and Submit**

Lodging your application

After filling in the online form, print it off and finalise your application at a participating Australia Post retail outlet, by presenting your application summary, proof of identity documents and a passport quality photo (*this photo can be obtained at most post offices – please check if your local post office provides this service*)

Important information

- There are no fees for a volunteer Working with Children Check
- You will receive a Working with Children Check card in the mail
- A copy of your Working with Children Check will be sent directly to the diocese and kept on file. You are not required to forward a certified copy to the diocese.
- Any disclosures will be handled independently through Kooyoora
- Working with Children Checks are required to be renewed on expiry

Contact

clearances@bendigoanglican.org.au

03 5443 4711