

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

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

Police Check

A police check is required as part of the application process for a Working with Children Check. You will still need to apply for a National Police Check through the link provided for CrimCheck on the Anglican Diocese of Bendigo website.

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