

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 the blue **Apply for a Check** button on the home page
- Select **Start Application**

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 |
| 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

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.

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 Registry Office and kept on file. You are not required to forward a certified copy to the Registry Office.
- Any disclosures will be handled independently through the Office of Professional Standards
- Working with Children Checks are required to be renewed on expiry

Contact

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