

Working with Children Check

Instructions – clergy/employees

Completing the application

Please access the online application form from www.workingwithchildren.vic.gov.au and work through the steps to complete the application form.

This must be an **employee check** not a volunteer check. This will involve a fee which clergy are required to pay themselves.

Organisation Details

Your WWCC card needs to be linked to the Anglican Diocese of Bendigo to ensure that if there is any information pertaining to your eligibility for a Working with Children Check, all employers/volunteer organisations are notified.

Please provide the following details for the Anglican Diocese of Bendigo:

Organisation name: Anglican Diocese of Bendigo

Address: C/- PS Administration
PO Box 401
MONT ALBERT VIC 3127

Phone: 03 5443 4711

This address ensures that any correspondence from the Department of Justice goes directly to the Office of Professional Standards rather than the Registry and is hence managed independently and remains confidential.

Lodging the 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. Employee WWCC applicants need to also pay the fee.

Completion of check

If cleared, you will receive a letter from the Department of Justice notifying you that you have completed the check along with your Working with Children Check card. Please retain a copy of this letter in a secure place and carry the card with you.

The Registry Office will also be sent a copy of this letter direct from the Office of Professional Standards to be held on file. You will not be required to forward a copy to the Registry Office yourself.

Contact

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03 5443 4711