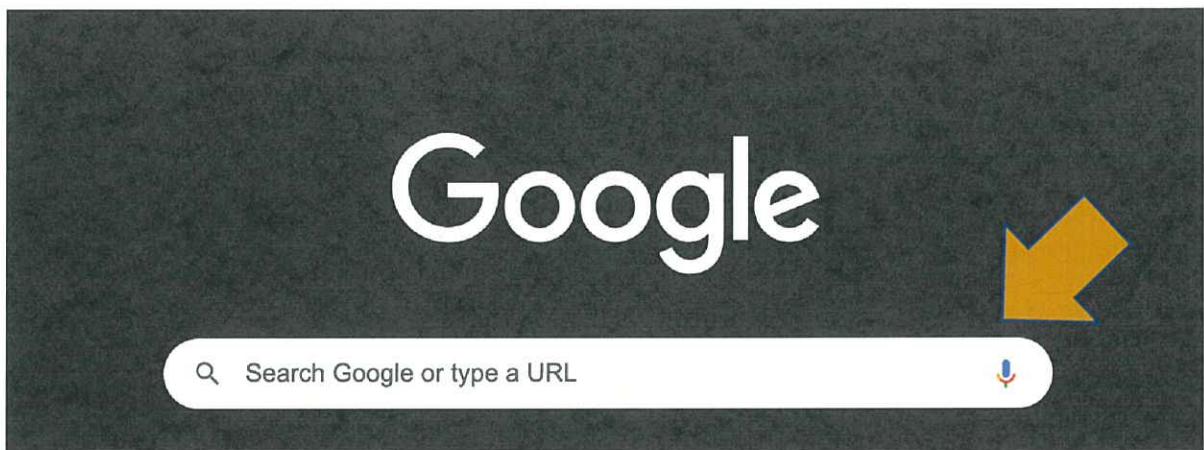


HOW TO APPLY FOR A WORKING WITH CHILDREN CHECK (WWCC) VICTORIA (IF YOU DON'T ALREADY HAVE ONE)

*** PLEASE NOTE: YOU WILL NEED TO HAVE ACCESS TO AN EMAIL ADDRESS TO APPLY FOR A WORKING WITH CHILDREN CHECK!**

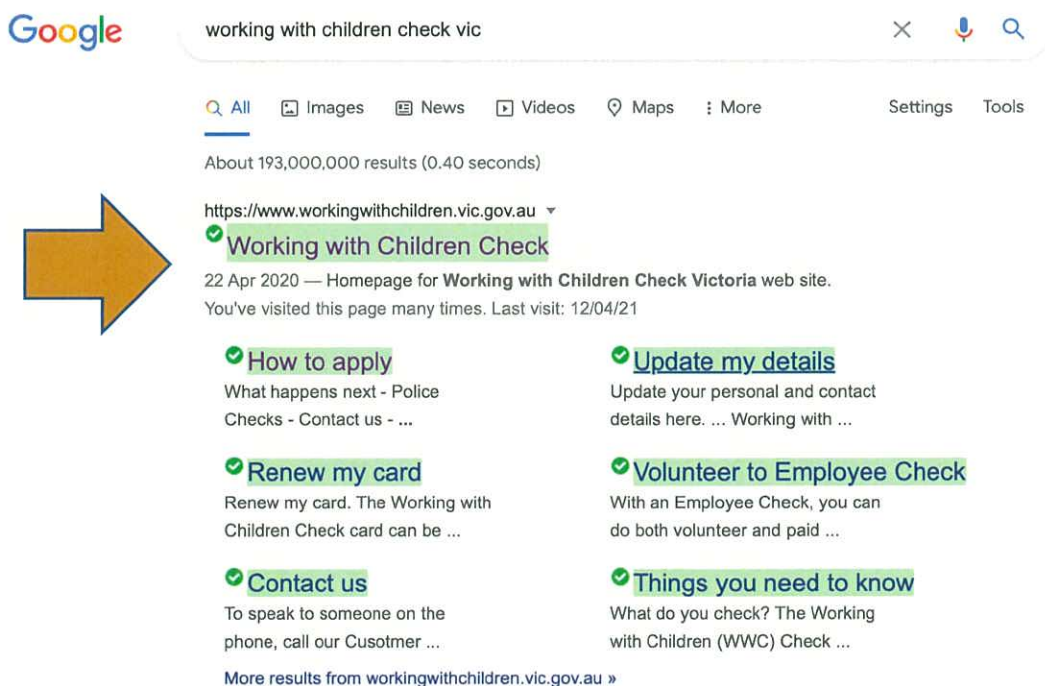
STEP 1

- OPEN UP YOUR INTERNET WEBSITE SEARCH BROWSER



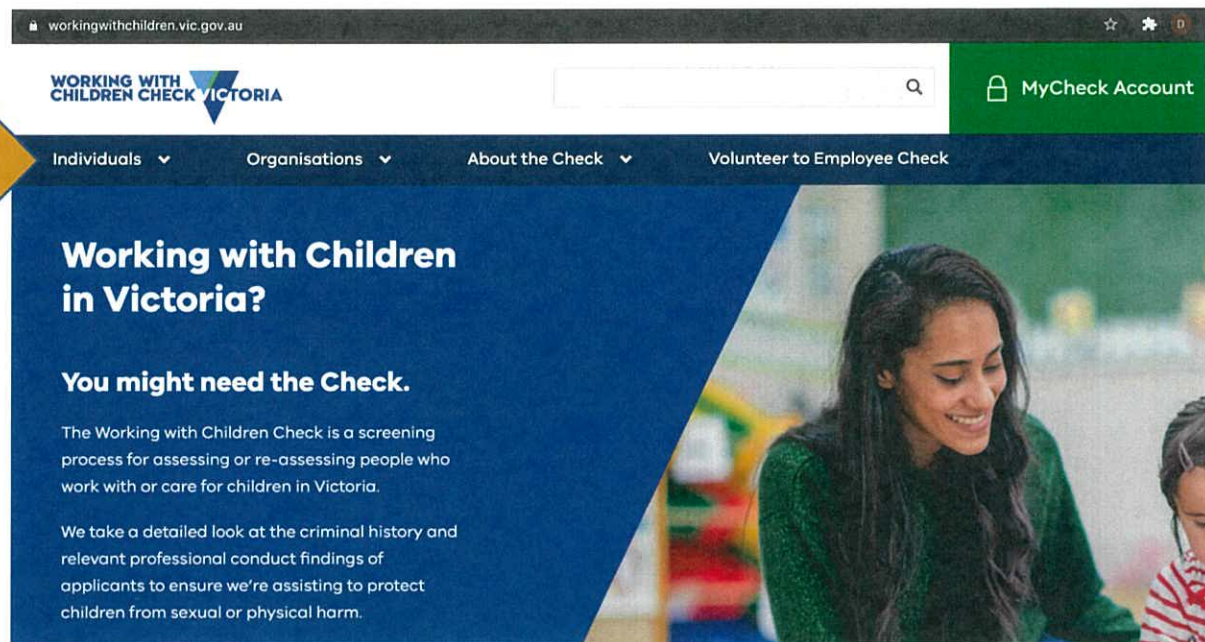
STEP 2

- IN THE SEARCH BAR, TYPE IN 'WORKING WITH CHILDREN CHECK VIC.'
- ONCE YOU DO THAT YOU SHOULD GET A PAGE RESULT LIKE THIS



STEP 3

- CLICK ON THE TOP RESULT, WHICH TO TAKE YOU TO THE WORKING WITH CHILDREN CHECK WEBSITE – <https://www.workingwithchildren.vic.gov.au>
- ONCE YOU DO THAT YOU SHOULD GET A PAGE RESULT LIKE THIS



STEP 4

- CLICK ON THE TAB THAT SAYS 'INDIVIDUALS'
- ONCE YOU DO THAT YOU SHOULD GET A PAGE RESULT LIKE THIS



Individuals

Applicants

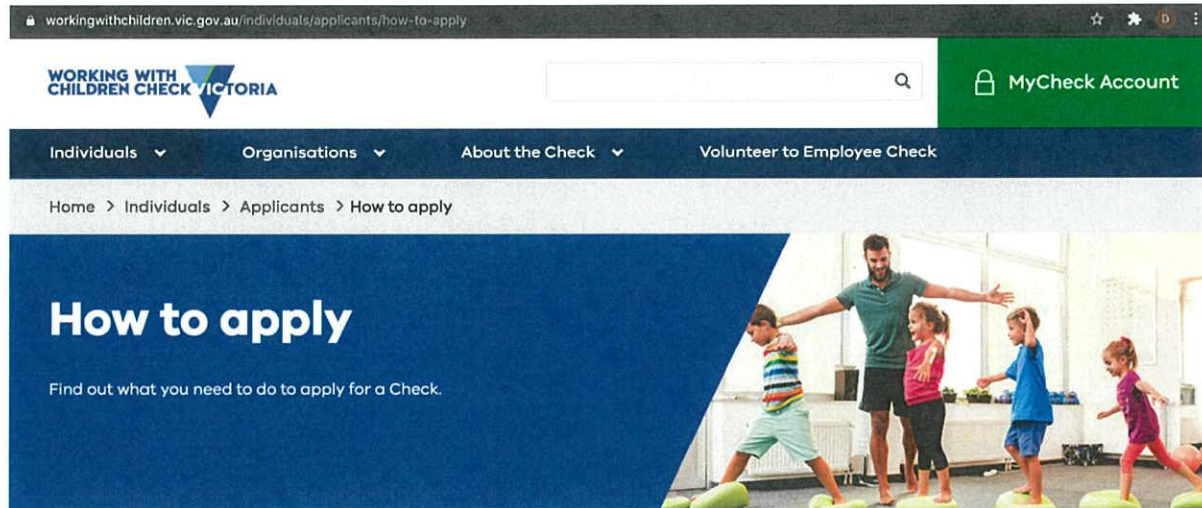
Things you need to know
How to apply
What happens next
Application Status

Current cardholders

Information for cardholders
Volunteer to Employee Check
Renew my card
Replace my card
Update my details
Request card or application number
Card status
Change of name

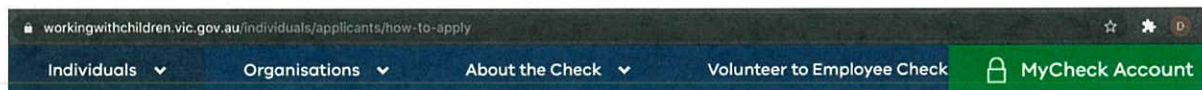
STEP 5

- CLICK ON THE LINK THAT SAYS 'HOW TO APPLY'
- ONCE YOU DO THAT YOU SHOULD GET A PAGE RESULT LIKE THIS



STEP 6

- SCROLL DOWN THE PAGE, UNTIL YOU SEE 'STEP 1: COMPLETE AN ONLINE APPLICATION'
- CLICK THE **GREEN BUTTON** THAT SAYS, 'APPLY FROM VICTORIA.'



Step 1: Complete an online application

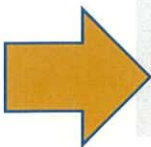
The information on this page is for applicants applying in Victoria. Interstate applicants please see our [interstate applicant information guide](#) for instructions.

To apply in Victoria use this link:

[Apply from Victoria](#) >

If you're applying from interstate, use this link:

[Apply from interstate](#)



STEP 7

- BY CLICKING ON THE **GREEN BUTTON**, IT SHOULD TAKE YOU TO THE PAGE RESULT LIKE THE FOLLOWING.
- SCROLL DOWN THE PAGE AND CLICK THE **GREEN BUTTON** THAT SAYS, 'VERIFY AT A POST OFFICE'. (IT IS GENERALLY QUICKER TO PUT YOUR APPLICATION THROUGH THIS WAY, THAN TO USE 'DIGITAL ID.' HOWEVER IF YOU HAVE ACCESS TO A GOOD CAMERA AND NO ACCESS TO A LOCAL POST OFFICE, THE DIGITAL ID LINK.)

wwwcv.auspost.com.au

Verify your identity

Step 1 of 7

You will need to prove your identity as part of your Working with Children Check application. You can save time by doing this online or take your proof of identity documents to the Post Office for verification in-person.

Australia Post (acting as our agent) will perform your identity verification.

Verify online with Digital ID™

Online verification with Digital ID™ is fast, safe and secure. Once your identity is verified, we'll pre-fill your name and date of birth in your application. Learn more [about Digital ID™](#).

You can verify online if you have one document from each of these lists:

Photo ID

- Australian driver licence or learner permit
- Australian passport (an expired passport may be used if it expired less than three years ago)
- ImmiCard issued by the Australian Government

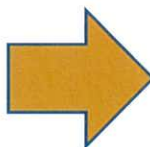
Other government-issued ID

- Medicare card
- Foreign passport with Australian visa
- Australian birth certificate
- Australian citizenship certificate
- Pensioner concession card
- Health care card
- Commonwealth seniors health card

Verify with Digital ID

Verify at a Post Office

If you don't have your identity documents with you, or you'd rather not provide them online, you can bring them to a [participating Post Office](#) for verification in-person.



Verify at a Post Office

STEP 8

- ONCE YOU CLICK ON 'VERIFY AT A POST OFFICE,' YOU SHOULD SEE THE FOLLOWING
- BE TRUTHFUL WHEN ANSWERING THE FOLLOWING QUESTIONS.
- TO ANSWER THE QUESTIONS, CLICK THE LITTLE ROUND CIRCLE NEXT TO THE ANSWER YOU WANT.
- LOOK AT THE ARROWS BELOW TO HELP
- THEN CLICK THE **GREEN BUTTON** THAT SAYS, 'NEXT.'

EXAMPLES

- IF YOU HAVE NEVER APPLIED FOR A WORKING CHILDREN CHECK, YOU WOULD CLICK 'NO'
- FOR THE PURPOSE OF WORKING WITH THE PARTNERED PARISHES OF ARMADALE AND TOORAK, YOU WOULD CLICK ON 'VOLUNTEER.'
- IF YOU NEED HELP AT ANY POINT WHILE FILLING IN THIS ONLINE APPLICATION, PLEASE FEEL FREE TO CALL **DELISA GONSALVES - 0410 727 099 (PASTORAL ASSOCIATE FOR THE PARTNERED PARISHES OF ARMADALE AND TOORAK)** OR VISIT THE PARISH OFFICE, DURING OFFICE HOURS: TUESDAY TO FRIDAY 10:30AM – 3:00PM

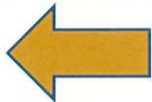
Application type

Step 2 of 7

All fields are required unless marked as (optional)

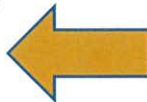
Have you applied for a Victorian Working with Children Check before?

☐ Yes ☐ No

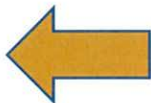


Which kind of check do you need?

☐ Employee ☐ Volunteer



Next



[Cancel](#)


STEP 9

- PLEASE LOOK AT THE NEXT FEW PAGES.

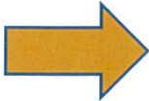
Your details

Step 3 of 7

All fields are required unless marked as (optional)

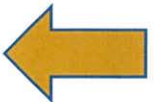
 Please ensure you enter your details exactly as they appear on your identity documents.

Do you have a family / last name?

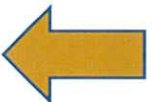


☒ Yes ☐ No

Family name



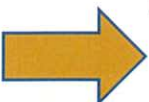
First given name(s)



Middle given name(s)

FILL THIS
IN ONLY IF
YOU HAVE
A MIDDLE
NAME

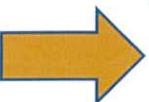
Have you ever been or are you currently known by any other name?



☐ Yes ☐ No

FOR THOSE WHO DIDN'T KEEP THEIR MAIDEN NAME,
YOU WILL NEED TO CLICK 'YES' AND THEN FILL OUT
WHAT YOUR MAIDEN NAME WAS AS WELL.

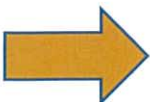
Sex



☐ Male ☐ Female ☐ Intersex / Indeterminate / Unspecified

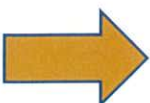
Date of birth

DD MM YYYY

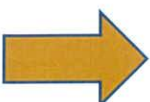


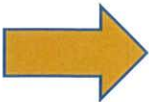
FOR THE FOLLOWING QUESTIONS YOU WILL NEED TO CLICK
ON THE DROP-DOWN TAB AND SELECT WHICH COUNTRY
YOU WERE BORN IN AND THE STATE AND PLACE OF BIRTH

Country of birth

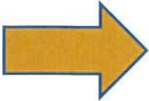


State of birth





Town / city / suburb of birth

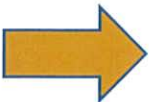


Are you of Aboriginal or Torres Strait Islander origin?

Please select ▼

You are considered to be Aboriginal or Torres Strait Islander origin if:

- you are of Aboriginal or Torres Strait Islander descent, and
- you identify as an Aboriginal or Torres Strait Islander, and
- you are accepted as such by the community in which you live or have lived



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[Cancel](#)

STEP 10

Contact details

Step 4 of 7

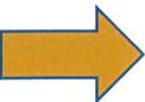
All fields are required unless marked as (optional)



Email address

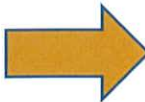
Provide an email that you can access to receive your unique application QR code

You must provide at least one phone number



Australian mobile phone

Enter 10 digits with no spaces or symbols



Home phone

Include area code without spaces or symbols

Work phone

Include area code without spaces or symbols

Current residential address

Is your postal address the same as your residential address?

☐ Yes ☐ No

Have you lived at any other Australian addresses in the past 5 years?

☐ Yes ☐ No

Next

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[Cancel](#)

STEP 11

Organisation details

Step 5 of 7

All fields are required unless marked as (optional)

Provide the details of the organisation(s) where you will be doing child-related work. We may contact these organisations whilst assessing your application.

Please ensure the postal address and phone number you enter is correct. We will send the outcome of your application to your organisation(s) at the address you enter below. If you are unsure, contact your organisation to confirm the details.

Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for?

☐ Yes ☐ No

AS A VOLUNTEER FOR THE PARTNERED PARISHES OF ARMADALE AND TOORAK, YOU DO KNOW WHAT ORGANISATION YOU ARE APPLYING FOR, SO YOUR ANSWER WILL BE 'YES'.
ONCE YOU CLICK 'YES' THE FOLLOWING SHOULD POP-UP.

STEP 12

Organisation 1

Organisation name



What is the postal address of the organisation?



Phone



Mobile OK. For landline, include the area code without spaces or symbols.

Add another organisation

TO ANSWER THE ABOVE QUESTIONS, YOUR ANSWERS ARE:

- ORGANISATION NAME: **PARTNERED PARISHES OF ARMADALE AND TOORAK**
- POSTAL ADDRESS: **583 TOORAK ROAD, TOORAK, VICTORIA, 3142** (YOU MIGHT NEED TO MANUALLY ENTER THE PARISH OFFICE POSTAL ADDRESS IF IT DOESN'T AUTOMATICALLY POP-UP.)
- PHONE: 0390688600

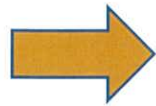
IF YOU VOLUNTEER FOR ANY OTHER ORGANISATION SUCH AS THE TOORAK OPPORTUNITY SHOP OR ST. VINCENT DE PAUL OR DARNLESS AGED CARE OR CABRINI HEALTH, ETC, THIS IS WHERE YOU WOULD CLICK ON THE GREEN BUTTON THAT SAYS, 'ADD ANOTHER ORGANISATION' AND ADD ALL THE OTHER ORGANISATIONS YOU VOLUNTEER FOR.

STEP 13

Occupational fields

Select the best fit for your role from the list of child-related occupational fields. If more than one field applies, list the code for each field.

Tip: These fields are not job titles. For example, if you are a children's netball referee choose 'Club/association...sporting nature'.



Occupational fields 1

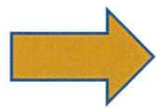
Occupational fields

Please select

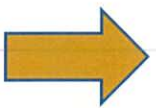


Occupational type

Volunteer



Add another occupation



Next

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[Cancel](#)

AS A VOLUNTEER FOR THE PARTNERED PARISHES OF ARMADALE AND TOORAK, YOU NEED TO REGISTER THE FOLLOWING CODES:
(YOU WILL NEED TO CLICK 'ADD ANOTHER OCCUPATION' THRICE TO ADD EACH OF THE FOLLOWING OCCUPATIONAL FIELDS)

46 – EDUCATIONAL – NON-GOVERNMENT SCHOOLS (ALL PRIMARY, SECONDARY, TECHNICAL AND SPECIAL SCHOOLS)

64 – RELIGIOUS ORGANISATIONS

76 – SUPERVISION OF A CHILD (UNDER 15 YEARS OF AGE) IN EMPLOYMENT UNDER THE CHILD EMPLOYMENT ACT 2003

STEP 14

Review

Step 6 of 7

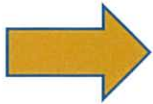


Please review the information you entered.

To change any details, use the 'Edit' buttons below, make the correction, then click 'Next' button to continue.

STEP 15

AFTER REVIEWING THE ONLINE APPLICATION AND ALL YOUR DETAILS ARE CORRECT, PLEASE CLICK 'NEXT.'



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[Cancel](#)

STEP 16

- PLEASE MAKE SURE YOU GO THROUGH THE WHOLE DOCUMENT, BEFORE SIGNING AND SUBMITTING IT, FOR APPROVAL FOR YOUR WORKING WITH CHILDREN CHECK.



Application for a Working with Children Check

Consent and declaration

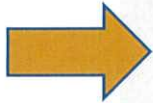
Step 7 of 7

IMPORTANT NOTICE: INFORMED CONSENT

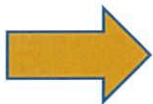
STEP 17

- PLEASE CLICK THE LITTLE SQUARE BOX TO SAY THAT YOU AGREE TO THE TERMS AND CONDITIONS OF GETTING A WORKING WITH CHILDREN CHECK.
- THEN FINALLY CLICK THE **GREEN BUTTON** THAT SAYS, 'SIGN AND SUBMIT.'

Sign and submit



- ☐ By ticking this box and clicking the 'Sign and submit' button, I agree that I have read and understood all of the information above and am signing my Application for an NDIS check to be carried out on me and a Clearance to be given to me on completion of that check or my Application under the Act for a WWC check to be carried out on me and a Clearance to be given to be on completion of that check as applicable.



Sign and submit

Back

[Cancel](#)

STEP 18

- ONCE YOU HAVE AGREED TO THE ABOVE TERMS AND CONDITIONS, AN EMAIL WILL BE SENT TO THE EMAIL ADDRESS YOU HAVE DESIGNATED, IN THE EARLIER STEPS.
- LOG INTO YOUR EMAIL, FIND AN EMAIL FROM 'DO-NOT-RELPY@JUSTICE.VIC.GOV.AU,' ASKING YOU TO 'FINALISE YOUR WORKING WITH CHILDREN CHECK APPLICATION.'
- YOU WILL NEED TO SCROLL DOWN YOUR EMAIL AND OPEN THE ATTACHMENT.
- ONCE YOU CLICK TO OPEN YOUR ATTACHMENT, YOU SHOULD SEE SOMETHING LIKE WHAT IS ON THE NEXT PAGE
- PLEASE PRINT OUT THE PAGE AND TAKE IT TO YOUR LOCAL POST OFFICE
- AT THE POST OFFICE YOU WILL NEED TO TAKE A PHOTO FOR THE CARD.
- **PLEASE NOTE: A VOLUNTEER WORKING WITH CHILDREN CHECK IS FREE, SO YOU DON'T HAVE TO PAY ANYTHING FOR IT.**

Finalise your application

Application Type : Volunteer

Applicant Name : [REDACTED]

Finalise your Working with Children Check application at a [participating Post Office](#) before **16/04/2021**.

QR code

This is your unique QR code.



You **must bring this QR code** (printed or on your smartphone) **and your [proof of identity documents](#)** with you to finalise your application at the Post Office.

At the Post Office a staff member will:

- confirm your identity
- take your photo (there's no charge for this)
- take the [payment](#) for an employee check (volunteer checks are free)
- submit your application for processing

What happens next?

You'll receive a receipt via email one business day after you finalise your application with Australia Post. You can use your receipt as proof that you've applied for a Check.



Application for a Working with Children Check

Consent and declaration

Step 7 of 7

IMPORTANT NOTICE: INFORMED CONSENT

To determine your eligibility for a National Disability Insurance Scheme Clearance or a Working with Children Clearance under the *Worker Screening Act 2020 (Vic)*, we need to get your informed consent to the matters specified in this form.

Your informed consent means you have read and understood the information provided in this form about how your personal information and any information obtained from Australian police agencies relevant to you will be handled and disclosed and that you understand what you are consenting to including:

- a. that you provide your permission for us to collect, share, copy and process the information in your Application and attachments (including your personal information) in certain ways set out in this form;**
- b. provide your permission for us to request a nationally coordinated criminal history check on your behalf (police record check); and**
- c. provide your permission for the disclosure of information.**

It is important that you read this form in its entirety and, where required,

get clarification to ensure your complete understanding. You must then sign and submit this form to give your informed consent.

1. I consent to the Worker Screening Unit of the Department of Justice and Community Safety (the department) of GPO Box 1915, Melbourne Victoria 3001, its agents, contractors and their subcontractors receiving, sharing, copying and processing the information in this Application and its attachments for the purposes of the *Worker Screening Act 2020* (Vic) (the Act), the Worker Screening Regulations 2020 (Vic) (the Regulations) and any other relevant law. I acknowledge that the information I have provided includes personal and sensitive information and I have provided documents to verify my identity.

2. For the purposes of this Consent and Declaration:

a. 'NDIS' means National Disability Insurance Scheme;

b. 'WWC' means Working with Children;

c. 'Application' means an Application under the Act for an NDIS check to be carried out and an NDIS Clearance to be given on completion of the NDIS check or an Application under the Act for a WWC check to be carried out and a WWC Clearance to be given on completion of the WWC check as applicable;

d. 'Clearance' means an NDIS Clearance or a WWC Clearance given under the Act as applicable; and

e. 'Exclusion' means an NDIS exclusion or a WWC Exclusion given under the Act as applicable where the department refuses to give me a Clearance.

f. 'Spent Convictions Legislation' means Part VIIC of the *Crimes Act 1914* (Cth); Part 8 of the *Sentencing Act 1991* (VIC), *Criminal Records Act 1991* (NSW); *Criminal Law (Rehabilitation of Offenders) Act 1986* (QLD); *Spent Convictions Act 2009* (SA); *Spent Convictions Act 1988* (WA); *Criminal Records (Spent Convictions) Act 1992* (NT); *Spent Convictions Act 2000* (ACT); and *Annulled Convictions Act 2003* (TAS).

3. For the purposes of my Application and enquiries while I hold a Clearance, I authorise the conduct of a nationally coordinated criminal history check delivered by the Australian Crime Commission (ACC) and Australian police agencies ('police record check') and I provide the following consent and authorisation:

a. I consent to the department making enquiries and seeking information about me from any source considered necessary, including any Australian Police agency, ACC, any employee within the meaning of the *Public Administration Act 2004* (Vic), authorised entity, court, prosecuting authority, authorised screening agency in any Australian state or territory, professional registration board, commission, commissioner, disciplinary or regulatory entity, relevant prescribed body, health treating professional, government department or agency including without limitation, the Director of Public Prosecutions (DPP), the Department of Health (DoH), the Department of Families, Fairness and Housing (DFFH), the Commission for Children and Young People (CCYP), Corrections Victoria, the Disability Worker Registration Board, the Victorian Disability Worker Commission, the Victorian Disability Worker Commissioner and the Victorian Institute of Teaching; and

b. I authorise and consent to the disclosure of information about me and my Application (including any information obtained from other sources as a result of making enquiries and seeking information about me) and the outcome of my Application by the department to any person or organisation considered necessary, including any Australian police agency, any authorised screening unit or agency including without limitation, any unit or agency in another Australian state or territory that provides for screening of persons engaged in child-related work, ACC, any court, prosecuting authority, professional registration board, disciplinary or regulatory entity, relevant entity or prescribed body, health treating professional and any government department or agency including without limitation, DPP, DoH, DFFH, CCYP, Corrections Victoria, the Disability Worker Registration Board, the Victorian Disability Worker Commission, the Victorian Disability Worker Commissioner and the Victorian Institute of Teaching.

4. I acknowledge that the information which may be disclosed to the department includes, but is not limited to:

a. details about or circumstances relating to, convictions, findings of guilt and charges (including any police record check) regardless of the outcome of the charges or when and where the offence or alleged offence occurred;

b. details about or circumstances relating to involvement of DoH and/or DFFH with respect to child protection or family violence; and

c. information in relation to my application as made known to me by the

- c. information in relation to an application made by me in another Australian state or a territory under a law of that state or a territory that provides for screening of persons engaging in child-related work or screening of persons who are employed or engaged in risk assessed roles providing support or services to persons with a disability and any decision made or clearance or registration granted to me with respect to that application.
5. I acknowledge that I understand that my personal information may be provided to police agencies for general law enforcement purposes, including those purposes set out in the *Australian Crime Commission Act 2002* (Cth).
6. For the purposes of an application or reassessment of an application made by me in another state or territory for any clearance required at law to engage in child-related work or to provide support or services in a risk assessed role to persons with a disability in that state or territory, I consent to the disclosure of information about me and my Application to any government department or screening agency in that other Australian state or territory.
7. With respect to the police record check, I acknowledge that:
- a. the department is collecting my personal information to provide to ACC and police agencies to check if I have a criminal history and to assess whether I should be permitted to work or care for children or provide support or services to persons with a disability under the NDIS;
 - b. I am aware that I am providing consent for a police record check on a national basis to be conducted using all personal information provided by me including information provided in identity documents I have supplied;
 - c. the department provides information to ACC with respect to any decision made in relation to my Application or any reassessment of my eligibility to hold a Clearance;
 - d. ACC discloses my personal information to Australian police agencies;
 - e. the information released as part of the police record check is done so in accordance with Spent Convictions Legislation and information release policies subject to any exclusions that apply;
 - f. Australian police agencies may disclose to ACC information from their

records and details of convictions and charges including findings of guilt or the acceptance of a plea of guilty by a court. The information is disclosed in accordance with applicable laws of the Commonwealth, states and territories and policies of the police agency concerned;

- g. ACC provides the information disclosed by Australian police agencies to the department in accordance with the laws of the Commonwealth;
- h. any information provided in my Application is provided to ACC for the purpose of obtaining the Clearance or reassessing my eligibility to hold a Clearance;
- i. any information provided to the department by Australian police agencies or ACC is provided for the purpose of assessing my eligibility to be given or continue to hold a Clearance;
- j. the Chief Commissioner of Police must take all reasonable steps to ensure that an interstate or territory NDIS or WWC screening unit is notified of how a charge against me has been finally dealt with if that interstate or territory screening unit has requested the notification;
- k. the information I provide as part of my Application and the information which ACC provides to the department, will be used only for the purposes stated above unless statutory obligations require otherwise or subject to any disclosure permitted at law or to which I have consented; and
- l. if I do not agree with the results of my police record check, I will contact the Worker Screening Unit of the department in the first instance to advise them that I want to dispute the result by email sent to workingwithchildren@justice.vic.gov.au. The Worker Screening Unit of the department will accept and escalate all disputes.

8. If the CCYP notify the department at any time of a finding of reportable conduct against me pursuant to 16ZD of the *Child Wellbeing and Safety Act 2005*, I consent to the department notifying CCYP of the outcome of any Application or re-assessment of my eligibility to engage in child-related work. If I am given an Exclusion and make an application to the Victorian Civil and Administrative Tribunal for review of the decision to give me an Exclusion, I consent to the department notifying CCYP that I have made such an application.

9. I understand and acknowledge that:

- a. the Act and Regulations require the department to collect my personal information and the department to make certain enquiries and arrange for the conduct of a police record check except in limited circumstances;
- b. the consequence of non-compliance or withdrawal of my consent is that my Application will not be processed;
- c. it is an offence to provide false or misleading information in a material particular in relation to an Application for a Clearance or in connection with a re-assessment of eligibility to hold a Clearance, subject to a maximum fine equivalent to 240 penalty units or a 2 year maximum term of imprisonment or both;
- d. It is an offence to apply for a Clearance if I am subject to an order under the *Sex Offenders Registration Act 2004* or *Serious Offenders Act 2018* liable to a maximum fine equivalent to 240 penalty units or a 2 year maximum term of imprisonment;
- e. while my Application is being assessed:
 - A. there are only very limited circumstances under the Act that I may engage in or apply for child related work or work in a risk assessed role providing support or services to persons with a disability;
 - B. I am prohibited from engaging in paid or volunteer child-related work or working in a risk assessed role providing support or services to persons with a disability if I have been charged with or found guilty of certain charges, offences or orders specified in the Act or if I am excluded from doing child-related work or providing support or services to persons with a disability in another Australian state or territory. If I am so prohibited, I consent to the department notifying the organisations whose details I have provided to the department that I am prohibited from engaging in paid or volunteer child-related work or working in a risk assessed role providing support or services to persons with a disability as applicable and the Worker Screening website will indicate that I am so prohibited; and
 - C. if I engage in or apply for child-related work or work in a risk assessed role providing support or services to persons with a disability in breach of the Act, it is an offence subject to a maximum fine equivalent to 240 penalty units and 2 years imprisonment or both;

- f. in accordance with the Act and the Regulations, the department may disclose personal information about me, my Application and any decision made with respect to my Application to the organisations whose details I provide to the department, or where otherwise permitted by any act or regulations;
- g. I must notify the department within 21 days of any change to my details by updating my details in the online portal of the Worker Screening website or directly through my Service Victoria account. This includes my personal and contact details and the details of all organisations where I do child-related work or providing support or services to persons with a disability under the NDIS in a paid or unpaid capacity;
- h. the Act requires me to notify the department and any organisations where I work or care for children or provide support or services to persons with a disability under the NDIS within 7 days of any relevant change in my circumstances, including the following:
 - A. if I am charged with, convicted of or found guilty of certain offences;
 - B. if I become subject to reporting obligations imposed by Part 3 of the *Sex Offenders Registration Act 2004*, a supervision order, detention order or an emergency detention order under the *Serious Offenders Act 2018*;
 - C. if a relevant disciplinary or regulatory finding is made against me;
 - D. where I am applying for or have a current NDIS Clearance, if I have been or am given a WWC Exclusion; or
 - E. where I am applying for or have a current WWC Clearance or hold a current WWC Clearance, if I have been given an NDIS Exclusion or I am excluded from child-related work under a law in another state or territory;
- i. I agree to notify the department within seven days in the following circumstances:
 - A. if I am or have been excluded from providing support or services to persons with a disability in another Australian state or territory;
 - B. if I am or become subject to a banning order under section 73ZN of the *National Disability Insurance Act 2013* (Cth); or

C. where I am applying for or have a current NDIS Clearance, if I have been excluded from child-related work under a law in another Australian state or territory and

j. where I am applying for or have a current NDIS Clearance:

A. the NDIS Quality and Safeguards Commission (NDIS Commission) will use the NDIS Worker Screening Database (NDIS Database) to undertake its statutory functions under the *National Disability Insurance Scheme Act 2013* (Cth);

B. NDIS worker screening units are authorised under legislation to provide my personal information to the NDIS Commission for the purposes of the NDIS Commission undertaking its statutory functions in relation to the NDIS Database; and

C. my information will continue to be included in my record on the NDIS Database even if I no longer work in the NDIS sector and NDIS employers will be able to access information about me on the NDIS Database (unless they are no longer linked to me).

10. I consent to the department correcting the contact information of the organisations for which I do child-related work or provide support or services to person with a disability under the NDIS, if it is satisfied that the information held is incorrect.

11. I consent to the department sending all communications to me and serving all notices upon me under the Act and the Regulations by email to the email address provided by me to the department at the time of making my Application or subsequently notified by me to the department by updating my details through the online portal of the Worker Screening Unit of the department (the online portal) or directly through my Service Victoria account. This includes the communications and notices:

a. requesting information (including any document, written submission or consent) for the purposes of assessing or completing my Application or if I am issued with a Clearance, re-assessing my eligibility to hold a Clearance;

b. notifying me about the finalisation, progress and outcome of my Application;

- c. contacting me about updating my details;
 - d. if I am issued with a Clearance, reminding me about the expiry of my Clearance, notifying me of any re-assessment of my eligibility to hold a Clearance, the progress and outcome of such re-assessment or the revocation, suspension or cancellation of my Clearance and sending me periodic emails and eNewsletters; and
 - e. sending me requests for feedback.
12. Except for providing information about changes to my profile information and email address which I agree to provide to the department through the online portal of the Worker Screening website or directly through my Service Victoria account, I agree to send all written communications (including notifications, correspondence and documents) to the department by email sent to the Worker Screening Unit of the department at workingwithchildren@justice.vic.gov.au and I acknowledge that sending all written communications by email to that email address is a requirement of the department in order to assess my Application or, if I am granted a Clearance, to re-assess my eligibility to hold a Clearance.

I declare that:

1. I am the applicant named in my Application, and that all information and documents provided as part of my Application are true, complete and correct.
2. I have not omitted any names or aliases that I am currently known by or have ever been known by in the past.
3. If I have provided a photograph for the purposes of this Application, that photograph is less than 12 months old.
4. I acknowledge that withholding information or providing false or misleading information in any of the details and documents provided as part of my Application is a serious offence and may lead to prosecution. If I become aware that I have provided incomplete, incorrect or misleading information, I will contact the Worker Screening Unit of the department as soon as possible.
5. I have read and fully understand the information provided in this form about how and for what purposes my personal information and any

criminal history information relevant to me will be handled and disclosed and I understand what I am consenting to.

6. I acknowledge that any information sent electronically (including online or by email) is sent at my risk and I am aware of the consequences of sending information in this way.

7. I understand that I may withdraw any consent given as part of this consent and declaration by written notice emailed to the Worker Screening Unit of the department sent to the email address specified in paragraph 12 above. However, if I withdraw my consent to a national police record check or any other consent included in this consent and declaration, the department will withdraw my Application and if I have

already been issued with a Clearance, I will surrender it. I understand that if I surrender my Clearance, the department may still assess my eligibility to have a Clearance.

Sign and submit

By ticking this box and clicking the 'Sign and submit' button, I agree that I have read and understood all of the information above and am signing my Application for an NDIS check to be carried out on me and a Clearance to be given to me on completion of that check or my Application under the Act for a WWC check to be carried out on me and a Clearance to be given to be on completion of that check as applicable.

Sign and submit

Back

Cancel

The department acknowledges Aboriginal and Torres Strait Islander people as the Traditional Custodians of the land and acknowledges and pays respect to their Elders, past and present.



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