

HOW TO APPLY FOR A 'VOLUNTEER' WORKING WITH CHILDREN CHECK

STEP 1.

Go to www.workingwithchildren.vic.gov.au



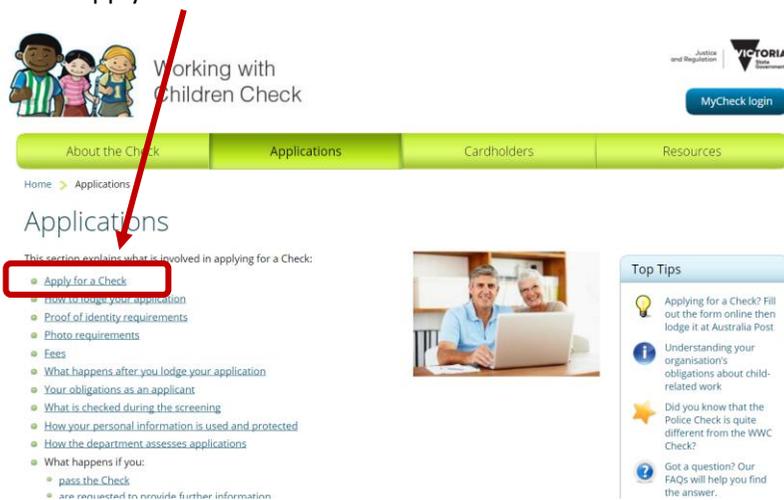
STEP 2.

Click on the 'Applications' tab



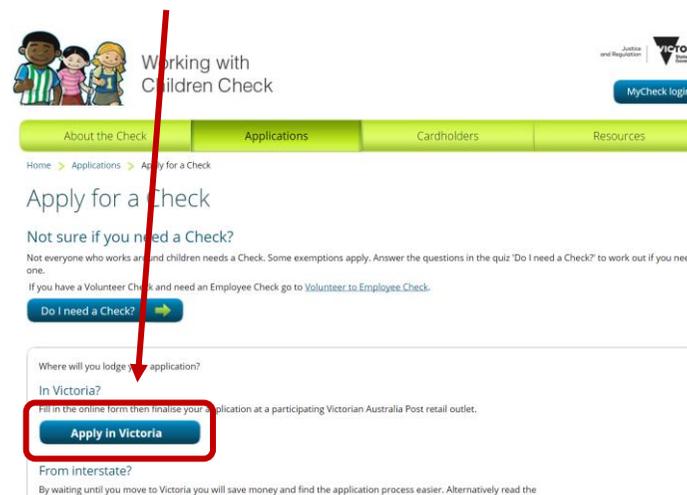
STEP 3.

Click on 'Apply for a Check'



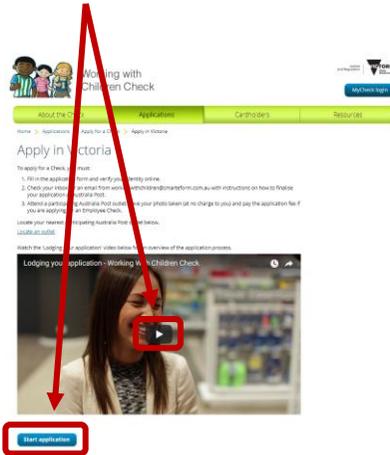
STEP 4.

Click on 'Apply in Victoria'



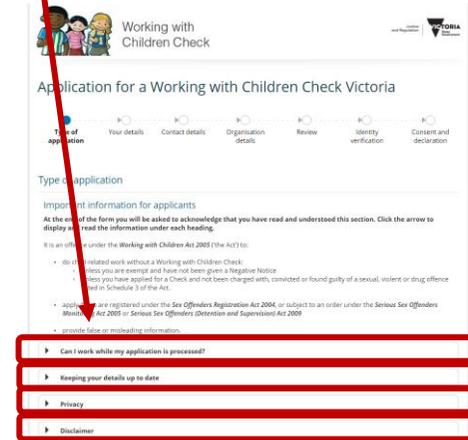
STEP 5.

Click the play button to watch a short video about 'Lodging your application'. Once you have watched the video, click on 'Start Application'



STEP 6.

Make sure you take the time to read all the information under each of the subheadings.

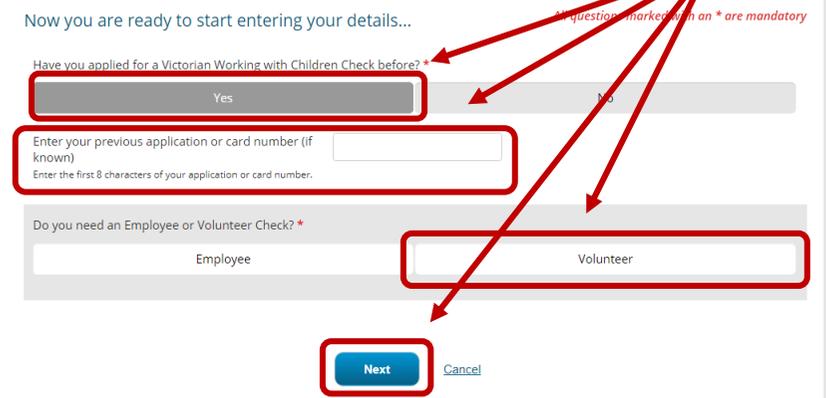


STEP 7.

Have you applied for a Victorian Working with Children Check before? If Yes, please go to 7A. If not, please go to 7B.

STEP 7A.

Click the 'Yes' button and then enter your previous application or card number. Then click the 'Volunteer' button, followed by the 'Next' button.



STEP 7B.

Click the 'No' button. Then click the 'Volunteer' button, followed by the 'Next' button.

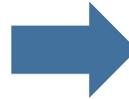
Now you are ready to start entering your details... *All questions marked with an * are mandatory*

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

Yes No

Do you need an Employee or Volunteer Check? *

Employee Volunteer



STEP 8.

You will now need to complete all the questions. Any questions with an * are mandatory and must be answered.



STEP 9.

When you get to the 'Organisation Details' section, please put the below details in, then click 'Next'.

Organisation details *All questions marked with an * are mandatory*

Organisation details

Provide the details of the organisation(s) where you will be doing child-related work. The Department of Justice and Regulation may contact these organisations whilst assessing your application and will send them advice about the outcome of your application.

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

Yes No

Organisation 1

Organisation name * Wyndham City Council

What is the postal address of the organisation? * 45 PRINCES HWY, WERRIBEE VIC 3030

Use autocomplete or manually enter

Phone * 0397420777



STEP 9 Continued.

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

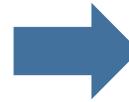
Occupational fields *
Select at least one

26 Children's services including kindergartens or preschools under the Children's Services Act 1996 and Education and Care Services National Law (Vic) Act 2010

Occupational type *
 Volunteer

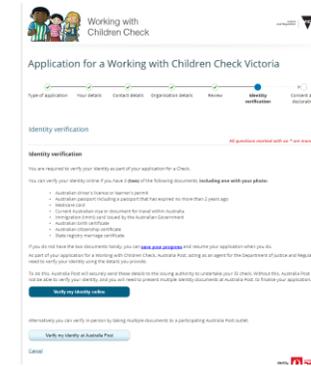
STEP 10.

The next step is to review the information you have submitted. Please make sure all the information is correct before clicking 'Next'.



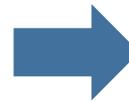
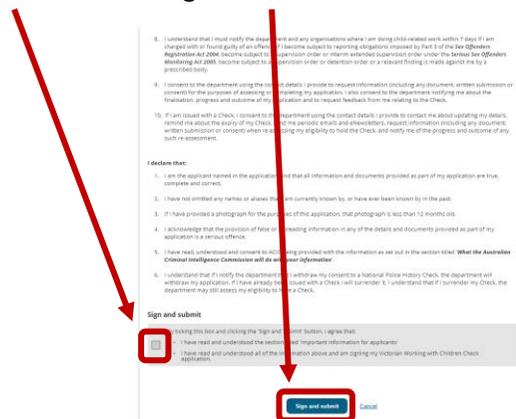
STEP 11.

You will now be asked to verify your identity. You can either do this online by clicking 'Verify my identity online' or alternatively you can verify in-person by taking multiple documents to a participating Australia Post outlet.



STEP 12.

You will now be asked to sign and submit your application. Please read the information carefully. If you are happy with everything, then please tick the box and click 'sign and submit'.



STEP 13.

You will now receive a confirmation email with a barcode. You must finalise our application at a participating Australia Post retail outlet, by taking this barcode and photo ID.