

How to Obtain a Working With Children Checks (WWCC).

The WWCC application can only be completed online at:

<http://www.workingwithchildren.vic.gov.au/>

To apply for a Working with Children (WWCC) Check, you need to:

- fill in an online application form
- get a passport size photo of yourself
- gather your proof of identity documents, and
- lodge your application at a participating Australia Post retail outlet , providing a photo, proof of your identity and if you are applying for an Employee Check pay the non-refundable fee. (Volunteers applications are free)

In order to fill in an application, you will need the following:

- full address of every place you have lived in the last five years, and
- BACC details:
Burwood Adventist Community Church, Cnr Huntingdale & Highbury Roads
Burwood, VIC 3125.
- Church ph # is Pr Moe Stiles' number 0423 793 466
- You must have:
- an Internet connection
- an email address so the department can let you know it has started processing your application. (If you do not have an internet connection or an email address please talk to someone who does and who can help you with the application).

Further information about offences that may impact on you being granted a WWCC can be found at

<http://www.workingwithchildren.vic.gov.au/home/resources/publications/list+of+offences>

The WWC Check reviews the criminal history records across your lifetime, from Victoria Police, the police of other Australian states and territories and the Australian Federal Police. The WWC Check also examines reports from Corrections Victoria, the Department of Health & Human Services' Child Protection Unit, other courts, information provided by organisations and other relevant sources.

The WWC Check reveals information about:

- convictions and findings of guilt from when you were under 18 years of age
- findings of guilt with or without a conviction
- guilty pleas
- acquittals because of mental impairment
- spent convictions
- pending charges
- the circumstances of these charges or court findings.

The offences that are relevant to the WWC Check are:

- serious sexual, violent or drug offences
- any offence that presents an unjustifiable risk to the safety of children
- offences against the Working with Children Act 2005.

*A Negative Notice prohibits you from doing **child-related work** even if you are supervised or qualify for an exemption.*