

WORKING WITH CHILDREN CHECKLIST

To be completed by the applicant requiring a Working with Children Check to be done on their behalf.

Staff Member's Details:

Faculty/Office: _____ Department: _____
Family Name: _____ Other Names: _____
Staff No. (if new, leave blank): _____ Contact Number: _____
Position Title: _____ Appointment: Continuing Fixed Term Casual

Workplace Details:

Age range of children: 0-5 years (Early Childhood)
 5-12 years (Primary)
 12-18 years (Secondary)

Working with children: In a public school
 In a private school
 On campus
 Other – please specify: _____

Attachments:

To minimise processing times for checks, please complete and attach the following documents to this checklist before all WWCC documentation is forwarded to your Staffing Advisor in Central HR:

- "WWCC Applicant Declaration and Consent Form (Employees Only)"
OR "WWCC Volunteer/Student Declaration Form (Unpaid Volunteers and Students Only)"
- 100 Points of ID provided in line with WWCC ID requirements – original forms of ID either copies certified by a JP or copied by your HR/Department Administrator and written thereon, original sighted, signed and dated by HR/Department Administrator.

You and your HR/Department Administrator will be sent a scanned copy of the clearance letter for your records once it has been received from the NSW Commission for Children and Young People which complete the check.

HR USE ONLY:

Application sent to Commission for checking: _____ (inits) Date: ___ / ___ / ___
Applicant and Department Notified: _____ (inits) Date: ___ / ___ / ___