

Guide APP06

Completing a Working with Children Check application form

This guide provides tips for applicants and **organisation** representatives on how to correctly fill in a Working with Children (WWC) Check application form and should be read in conjunction with the [Sample WWC Check application form](#).

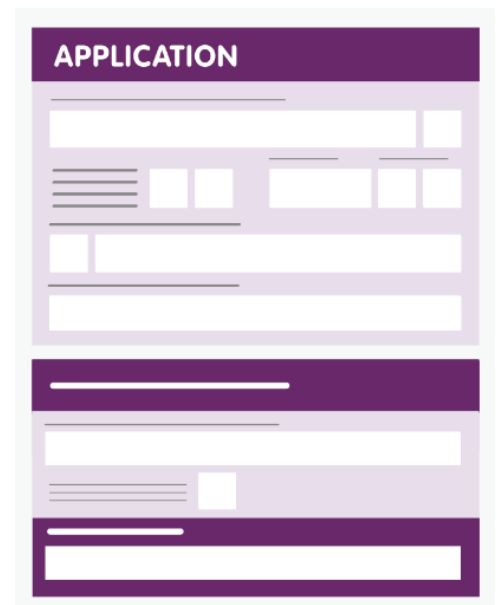
If you require assistance translating or interpreting the information in this factsheet, please call the Translating and Interpreting Service (TIS National) on 131 450.

General tips

- Print clearly within the boxes provided.
- Use BLOCK CAPITAL letters and black ink.
- Leave boxes (or parts you do not need to complete) blank.
- Leave spaces between words (see below).

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- Use crosses (x), not ticks (✓).
- Ignore asterisks * on boxes. This is for Australia Post use only.
- Do not detach the form from the rest of the application.



The image shows a screenshot of a WWC Check application form. The form is titled 'APPLICATION' in a purple header. It contains several sections with text boxes and checkboxes, some of which are highlighted in purple. The form is designed to be filled out by the applicant or their representative.

Part 1: Type of application

Completed by the applicant. Select:

- new application if you are applying for your first ever WWC Check application.
- re-application if you are renewing your current WWC Card or if you have an expired Card. Include your previous WWC Card number if you know it.

Do not use this form to request a replacement WWC Card if yours is lost or misplaced. You can request a replacement WWC Card through your WWC Account or by contacting the WWC Screening Unit on checkquery@communities.wa.gov.au.

Part 2: Details of applicant

Completed by the applicant. Provide:

- your full legal name in the Given and Family name sections. If you have one name, record it under the Family name section and leave the Given name section blank.
- details of your preferred name if you wish, however only your legal name will be recorded on your WWC Card.
- your biological sex from the provided options of male (M), female (F) or intersex (X). Please note that these are the only three options that can be provided to the Australian Criminal Intelligence Commission (ACIC) to undertake a criminal history check.
- details of all current and former aliases, married names, maiden names and nicknames.

Parts 3: Current address of applicant and 4: Previous residential addresses

Completed by the applicant. Provide:

- details of Australian addresses only (including international addresses on your form will affect how long it takes to process your application).

If you live overseas and need a WWC Check please contact the WWC Screening Unit on checkquery@communities.wa.gov.au to discuss your options.

Part 5: Child-related work details

Completed by the applicant or the organisation representative. Nominate or provide:

- the most relevant [category of child-related work](#) which applies to the role.
 - Paid and unpaid managerial officers of child care centres only should nominate **category 1 – a child care service**.
 - If child-related work is being undertaken across multiple types of employment (i.e., paid and **volunteer** employment), select the category of child-related work that applies to the paid employment, and apply as a paid employee or self-employed person.
- the correct, formal name of the organisation and avoid acronyms, where possible.
- as much detail as possible in the job title/role section, for example volunteer junior coach instead of volunteer or coach.

Part 6: Details of the employer, volunteer organisation or education provider

Completed by the organisation representative. Self-employed or paid / unpaid managerial officers do not need to complete this section. Provide:

- the name of the organisation representative.

This person may be contacted to verify details of the applicant's child-related work and will receive notification of the [outcome](#) of the applicant's assessment. If your organisation would like all outcome notifications to be sent to a central notification point (for example HR), you can nominate a person and address under the postal address section.

Part 7: Employer, volunteer organisation or education provider declaration

Completed by the organisation representative. Self-employed or paid / unpaid managerial officers do not need to complete this section. Ensure:

- that the person signing the declaration is the same person named as the organisation representative in Part 6.

This person is signing to verify the applicant is engaging in child-related work at their organisation.

Part 8: Applicant declaration

Completed by the applicant. Ensure:

- you read and understand the declaration before you sign. Your signature must remain inside the box, as it will be included on your WWC Check card

Further details regarding ongoing consent and information gathering can be found in [Factsheet APP01: Consent, informed and ongoing](#).

Part 9: Australia Post use only

Leave this section blank.

Definitions of **bold** terms can be found in the Working with Children Check glossary at www.workingwithchildren.wa.gov.au