

Application Process for Interstate Employees & Volunteers



Department for Community Development
Government of Western Australia



The *Working with Children (Criminal Record Checking) Act 2004* aims to protect children from harm by introducing a high standard of compulsory criminal record checking for people wishing to do paid or volunteer work with children in Western Australia.

This information sheet outlines the steps to be taken where the **employer is located in Western Australia**, and the **proposed Employee/Volunteer is located outside of Western Australia** and must apply for a Working with Children Check prior to commencing work in Western Australia.

Information for Employers

1. The **Employer** must obtain an application form from an Authorised Australia Post Outlet in WA or by phoning the Working with Children Screening Unit. See www.checkwwc.wa.gov.au for details of Australia Post Outlets.
2. The **Employer** must complete all sections of the Application Form shown below.
3. Once the following sections are completed, post the Application Form to the proposed Employee/Volunteer (the applicant). **By completing the following sections on the application form the Employer is certifying the Employee/Volunteer will be in child-related work.**

Part 2: Details of Applicant	
Title (eg Mr, Mrs, Ms, Miss, Dr, Rev etc)	
Family Name/Surname	
Given Name/s	



Employee/Volunteer's Details Here.

Consult Employee/Volunteer to ensure all names (including middle names) are spelt correctly as per identification documents.

Part 6: Details of the Employer or Agency	
Self employed people, Managerial Officers of body corporates that hold a child care license and people with an exemption letter do not complete this Part.	
Name of Employer/Agency Representative (this person must sign the Employer Declaration in Part 7)	
Position of Employer/Agency Representative	
Street Address of Employer/Agency Representative (must be an Australian address)	
Unit Number/Street Number/Street Name (with a gap between words)	
Suburb/Town/Locality	State Postcode
Postal Address of Employer/Agency Representative (must be an Australian address)	
This is also the position and address to which your notice will be sent if your organisation has arranged for notices to go to a central location	
<input checked="" type="checkbox"/> Same address as above	
Position to whom your notice will be sent	
Unit Number/Street Number/Street Name/PO Box (with a gap between words)	
Suburb/Town/Locality	State Postcode
Part 7: Employer/Agency Representative Declaration	
I certify that the information within my knowledge in this application is true and correct and that the applicant is/will be employed in child-related work. I am aware that it is an offence to give false or misleading information in this application form.	Signature of Employer/Agency Representative Must be the person named in Part 6 above
Date signed <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Please sign within the box and use black ink

Information for Proposed Employee/Volunteer

Once the Employer has completed the above steps the application form should be sent to the proposed Employee/Volunteer. After receiving the application form from the Employer the following steps should be undertaken:

1. Identify the nearest Interstate Authorised Australia Post Outlet from the list below. *If the Employee/Volunteer is unable to get to one of the limited number of Australia Post Outlets contact the Working with Children Screening Unit (see details below).*
2. Once a preferred Australia Post Outlet is chosen, contact the Working with Children Screening Unit (details below). The Unit will then contact the preferred Australia Post Outlet to advise them of the Employee/Volunteer's application.
3. The Employee/Volunteer must phone the preferred Australia Post Outlet for an appointment to lodge the application.
4. Please remember 100 points of identification is required and a photograph will be taken at the time of the appointment.

Interstate Authorised Australia Post Outlets

DESIGNATED AUSTRALIA POST OUTLET	STREET ADDRESS	CONTACT NUMBER
Northern Territory		
Darwin GPO Post Shop	48 Cavenagh Street	(08) 8936 1100
Alice Springs Post Shop	31-33 Hartley Street	(08) 8952 1020
Australian Capital Territory		
Canberra GPO Post Shop	53-73 Alinga Street	(02) 6209 1680
New South Wales		
Australia Square Post Shop	264a-278 George St	(02) 9244 1980
Haymarket Post Shop	Sydney Central, Shop 13 477 Pitt St	(02) 9246 3925
Queen Victoria Build Post Shop	44 Market Street	(02) 9244 1352
Royal Exchange Post Shop	38-40 Pitt Street	(02) 9244 1305
Sydney City Post Shop	Shop 30 Level 6, MLC Centre 19-29 Martin Place	(02) 9244 3707
Sydney GPO Post Shop	1 Martin Place	(02) 9244 3713
Sydney South Post Shop	Stockland House 181 Castlereagh Street	(02) 9202 3591
Victoria		
Melb Collins St East Post Shop	Shop 13-17 Collins Place , 35 Collins Street	(03) 9203 3220
Melb Collins St West Post Shop	440 Collins Street	(03) 9203 3251
Melbourne Flinders Lane	246 Flinders Lane	(03) 9203 3241
Melbourne GPO (The Strand)	250 Elizabeth Street	(03) 9203 3042
Queensland		
Brisbane GPO	261 Queen St	(07) 3405 1465
City East PostShop	99 Mary Street	(07) 3405 1755
South Australia		
Adelaide GPO Post Shop	141 King William Street	(08) 8402 6490
Adelaide Rundle Mall Post Shop	Shop 59, Level 1 City Cross Shopping Centre, 33-39 Rundle Mall	(08) 8402 6533
Tasmania		
Hobart GPO Post Shop	9 Elizabeth Street	(03) 6236 3577
Launceston Post Shop	111 St John Street	(03) 6336 1162