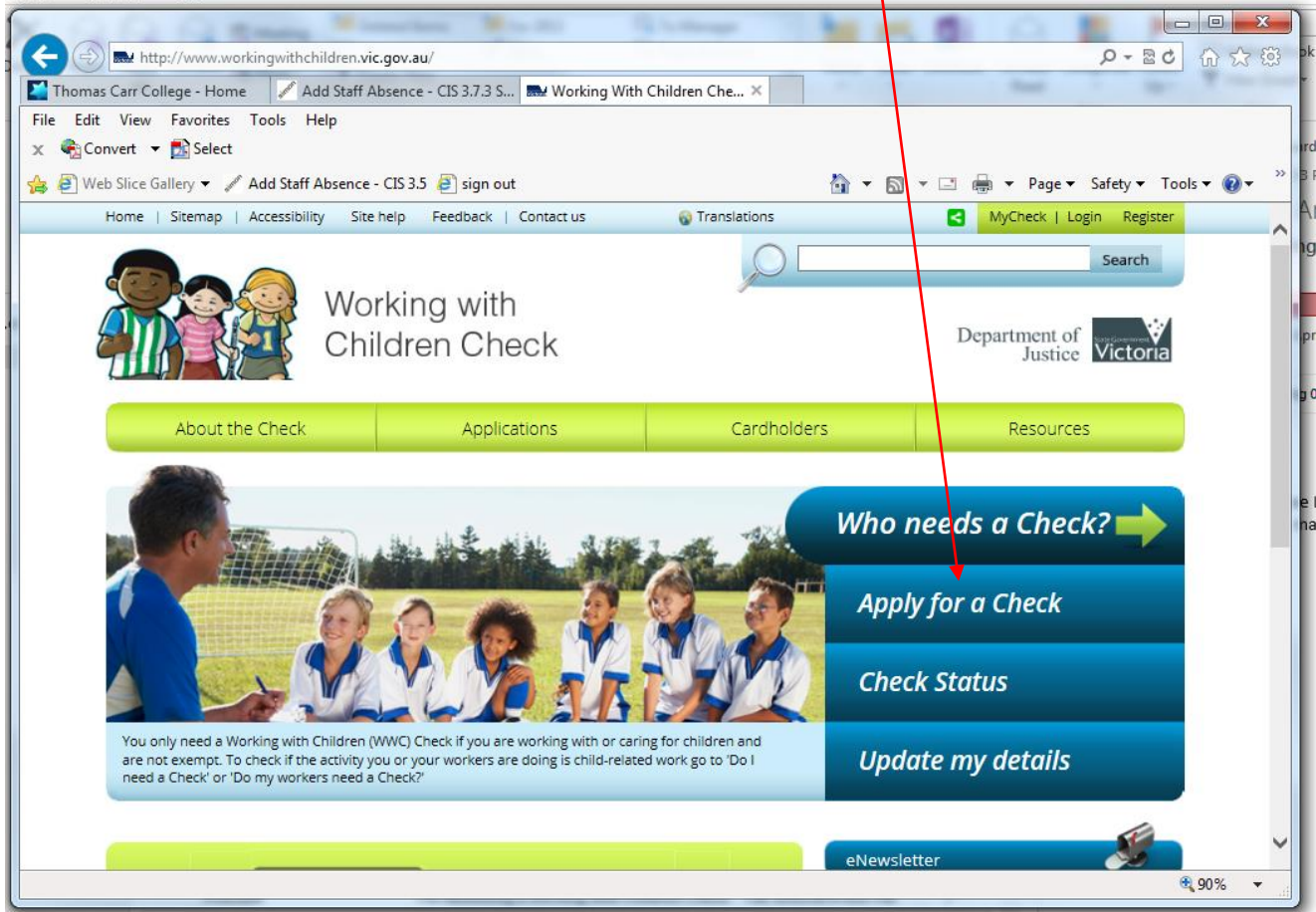
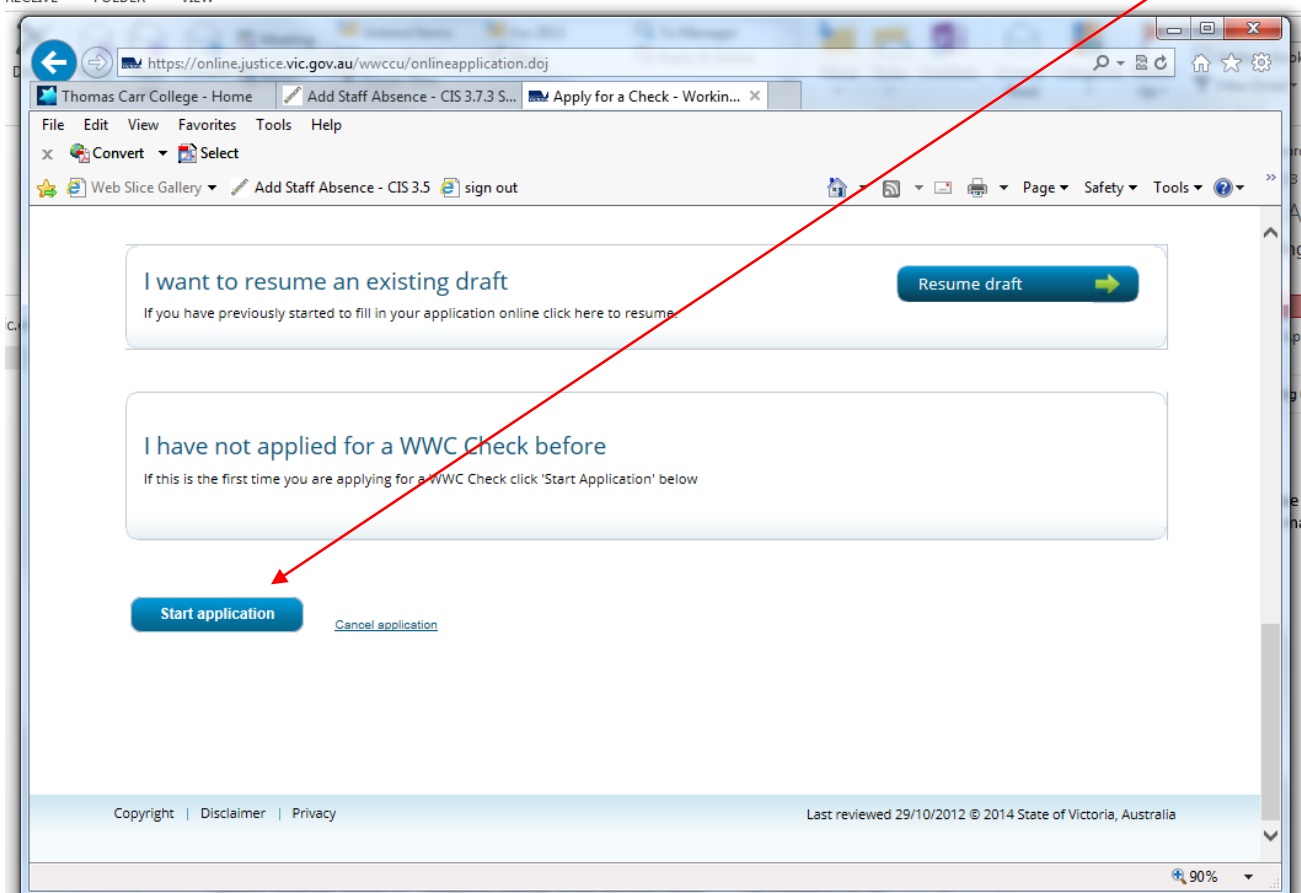


## INSTRUCTIONS FOR OBTAINING A WORKING WITH CHILDREN CHECK

1. Visit [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)
2. Click on 'Apply for a Check' from the menu on the right hand side



3. Read the instructions then scroll to the bottom of the page and click on 'Start application'



4. Read through the information then complete the details at the bottom of the page. If you are being paid for your work at the College, select Employee

The screenshot shows a web browser window with the URL <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>. The page title is "Thomas Carr College - Home". The main content area features a "Disclaimer" section with the following text: "It is a criminal offence under section 39 of the *Working with Children Act 2005* (the Act) to provide false or misleading information when applying for a Working with Children (WWC) Check. It is an offence to apply if you are subject to an order under the *Sex Offenders Registration Act 2004*, *Serious Sex Offenders Monitoring Act 2005* or *Serious Sex Offenders (Detention and Supervision) Act 2009*." Below the disclaimer, the text reads "Now you are ready to start entering your details...". The form contains the following fields: "Have you ever applied for a Victorian Working with Children Check before? (Required)" with a dropdown menu set to "No"; "Enter your previous application or card number (if known):" with a text input field; and "Do you need an Employee or Volunteer Check? (Required)" with a dropdown menu set to "Employee". A red arrow points to the "Employee" option in the dropdown menu. At the bottom of the form, there is a blue "Next" button and a link for "Cancel application". The footer of the page includes "Copyright | Disclaimer | Privacy" and "Last reviewed 29/10/2012 © 2014 State of Victoria, Australia". The browser window shows a zoom level of 90%.

5. Complete the form following the instructions and print off the form
6. Take your application, a passport photo, proof of identity documentation and payment to your local Australia Post office
7. Bring your receipt to the College for copying. This will be placed on your file.

It is your responsibility to ensure that your WWC Check is kept up to date, current and that the College has the most current WWC Card on file at all times.