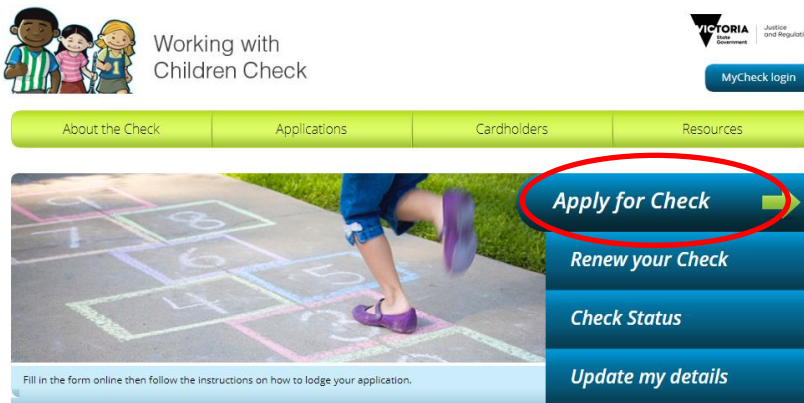
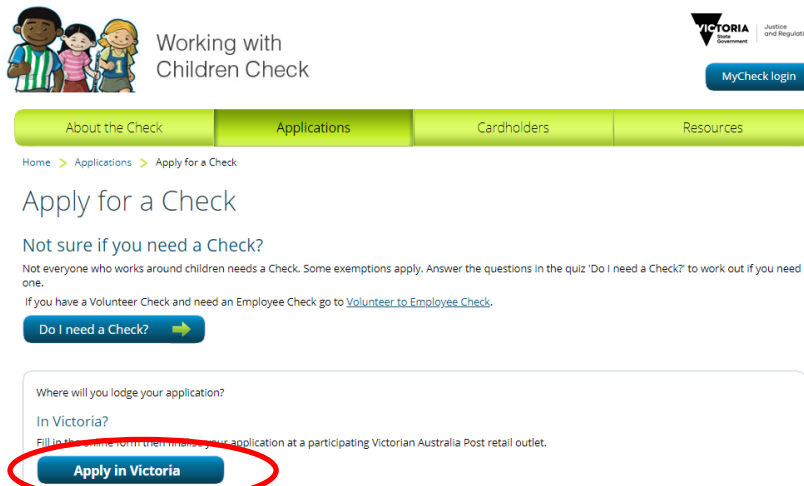


Applying for a Working With Children Check

1. Go to <http://www.workingwithchildren.vic.gov.au>
2. Select 'Apply for Check'



3. Select 'Apply in Victoria'



4. Scroll down to the option to 'Start Application'

Watch the 'Lodging your application' video below for an overview of the application process.



Start application

- If you are a volunteer, make sure you select volunteer check.
If you are being paid you will need to get an employee check – there is a cost incurred in getting an employee check.
If you have a check for another organisation you are able to use it*, you just need to update the organisation/s that you are registered with.

* If you hold an existing employee check you can use it as an employee or volunteer. If you hold an existing volunteer check you can only use it as a volunteer.

Privacy

Disclaimer

Now you are ready to start entering your details... *All questions marked with an * are mandatory*

Have you applied for a Victorian Working with Children Check before? *

Yes No

Do you need an Employee or Volunteer Check? *

Employee Volunteer

Next Cancel

- After completing your personal details you are asked to provide the details of the organisation/s where you will be providing child-related work.

Organisation details

*All questions marked with an * are mandatory*

Organisation details

Provide the details of the organisation(s) where you will be doing child-related work. The Department of Justice and Regulation may contact these organisations whilst assessing your application and will send them advice about the outcome of your application.

Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for? *

Yes No

- The organisation details are:
Organisation name: Maccabi Victoria
Organisation address: 1/115 Hawthorn Rd, Caulfield North 3161
Phone: 03 9563 5885

Yes No

Organisation 1

Organisation name *

What is the postal address of the organisation? *

Use autocomplete or [manually enter](#).

PLEASE NOTE - If you don't know the correct postal address, contact the organisation to confirm.

Phone *

Mobile OK. For landline, include the area code without spaces or symbols.

+ Add Organisation

8. When selecting the occupational field, select '42 – Clubs, associations or movements of a cultural, recreational or sporting nature'.

The screenshot shows a web form for selecting occupational fields. At the top is a button labeled '+ Add Organisation'. Below it is a section titled 'Occupational fields' with instructions: 'Select the best fit for your role from the list of child-related occupational fields. If more than one field applies, list the code for each field.' A tip follows: 'Tip: These fields are not job titles. For example, if you are a children's netball referee, choose 'Club/association...sporting nature'.' Underneath is a sub-section 'Occupational fields 1' with a label 'Occupational field: *' and a note 'Select at least one'. A dropdown menu is open, displaying the selected option '42 Clubs, associations or movements of a cultural, recreational or sporting nature', which is circled in red. Below the dropdown is a button labeled 'Volunteer' and another button labeled '+ Add Occupational fields'. At the bottom of the form are four buttons: 'Next', 'Back', 'Save draft', and 'Cancel'.

9. You can provide proof of identity electronically or in person. You can see more about accepted proof of identity [here](#).
10. You will need to finalise your application at a participating Victorian Australia Post outlet. You will need to:
- show counter staff the barcode in the email you received from workingwithchildren@smarteform.com.au on a smart phone or a printed copy
 - if you verified your identity online: present one acceptable proof of identity document that includes your photo, such as your Australian passport or driver's licence
if you did not verify your identity online: present the required documents, including one with your photo
 - pay the non-refundable fee, if you are applying for an Employee Check. Volunteer Checks are free
 - Australia Post will take your photo at no charge