

WWCC Sample for Northern Territory

Step 1

Go to following website: <http://www.workingwithchildren.nt.gov.au/forms.html>

Step 2

Choose the online application for paid employees and click “apply online”

Step 3

Click on “download hardcopy application here”

To lodge an online Working With Children Clearance application you will need access to:

- A valid credit/debit card for payment (MasterCard or Visa only).
 - An email address for confirmation of submission and subsequent communication.
 - A current Australian residential and postal address.
 - The ability to scan documents into .GIF, .JPG, .PDF, .PNG or .TIF formats with each file being no more than 4 megabytes in size.
- The documents you need to prepare and provide in this way are:
- Identification documents – you will be asked to upload valid ID Documents to meet the 100 point check requirement.
 - Passport photo image – for use on the Ochre Card.
 - Any submission documents that you wish to provide to the Screening Authority for consideration. Please note, word documents are not able to be scanned.

If you do not have the access to any of the above, you will need to apply via the post using the downloadable form (download hardcopy application [here](#)), or visit SAFE NT.

This form must be completed in one transaction. If you are unable to complete all sections in one sitting your incomplete form will be cancelled and you will be required to start again from the beginning.

Any section of the application form that does not apply is to be left blank. i.e. if no “other given names” applies, then the section should be left blank. Do not type N/A or Not applicable.

Once payment is made, processing will commence. No refund will be provided.

Step 4

Fill out the form - if you need further help, please check out the **application guidelines**.

Section A: Fill out your personal details, and use your host family’s address.

Section A – Applicant Details

Title: Mr Mrs Miss Ms Other – please specify Sex: Male Female

Family name/surname

First given name Other given name/s

Daytime contact/mobile number Email address

Date of birth / /

Place of birth Town / City State Country

Other Names: Have you been known by any other name? eg. name before marriage, alias, changed by deedpoll.

Maiden name Former name Also known as Given name Surname

OR OR

Former name Also known as Given name Surname

OR

Please attach a separate sheet to list other names that you have been previously known as.

Postal Address

PO Box number/Street number/Street name Suburb/town State Postcode

Current Residential Address (must not be a PO Box or Business Address)
(A current residential address must be supplied in order to process this application)

Street number/Street name Suburb/town State Postcode

Section B: You only need to fill this out if you have lived in Australia before.

Section B – Previous Residential Addresses

Please list previous residential addresses **for the past 5 years**, starting with the most recent but not including your current residential address. If you cannot remember exact details, please include approximate years and town/State details. Attach a separate page if you require further space.

Street number/Street name Suburb/town State Postcode

Date from: (dd/mm/yyyy) / / Date to: / / Country if outside Australia

Street number/Street name Suburb/town State Postcode

Date from: (dd/mm/yyyy) / / Date to: / / Country if outside Australia

Have you lived outside of Australia for a period of 12 consecutive months or more, in the last five years? Yes

If yes, please supply a certified copy of a Criminal History Check from the country you lived and worked in during the period of residence outside Australia.

Section C: Attach a photo to the application.

Section D: Choose 'Current Employee' for child-related work and category number '9'.

Section C – Attach photo here

A Clearance Notice will be accompanied by an “Ochre Card”, that can be presented as evidence of the persons clearance to work in child-related employment. This card contains the holders photograph and unique Clearance Notice Number. Attach a passport size photo to your application. **Do not staple to the page.** See Application Guidelines or website for details on acceptable images. You do not need to attach a photo if you are lodging your application in person at SAFENT.

ATTACH
PHOTO
DO NOT STAPLE

Section D – Purpose of check

Application type: (tick one)

New Application **OR** Renewal Clearance Number

Type of employment: (tick one)

Self employed **OR** Current Employee in Child-related work **OR** Seeking employment in Child-related work

Category of Child-related work

Please refer to Application Guidelines for list of child-related work categories and insert the number of the category that most fits your current or proposed employment situation.

Category Number

If you will not be working in connection with one of the listed categories you may not be required to gain a Working With Children Clearance Notice. Contact SAFE NT on 1800 723368 or safent.police@nt.gov.au for further details.

Applicants position / brief description of role in child-related work

Teachers only (Please delete if not applicable)

I authorise SAFE NT to forward a National Police Certificate containing my criminal history as identified from the working with children clearance process, to the Teacher Registration Board of the Northern Territory for its consideration pursuant to the relevant provisions of the *Teacher Registration (Northern Territory) Act*.

I understand that failure to give this authorisation may prevent me from **being registered and employed as a Teacher**, even though I may be issued with a Clearance Notice.

Signed Date

* See Application Guidelines for further information.

Section E: Use your host family’s contact details. The “NT Government Employees” does NOT need to be filled out.

Section E – Details of Employer

Name of Employer organisation

Postal address of organisation

Daytime Contact phone number

Contact name/ Title of organisations representative

The Screening Authority may notify any person who engages you in child-related employment, if your Clearance Notice is revoked or subject to imposed conditions. Your Clearance Notice and Ochre Card will be sent directly to your personal Postal Address. It is your responsibility to confirm details of your clearance to work with children with your employer or potential employer.

NT Government Employees

Employees of the Northern Territory Government are asked to provide your AGS number. If you have more than one AGS number, please list both in the space provided.

AGS

Page 2 of 4

Section F: Sign the application declaration.

Section G: This section needs to be signed by one of the employees if you lodge the application in person at their office or see a lawyer, police officer, justice of the peace or commissioner for declaration to sign this part.

Section H and I: Choose your payment option and review your checklist, see if something is missing.

Step 5

Either lodge the application in person or post the document to the SAFE NT office. All addresses can be found at the bottom of the application form.

Step 6

The final step is to submit the number to Smartaupairs using the Email form send out to you.