

Step-by-step WWCC for WA

Step 1

Go to any post office and obtain an application form for a Working With Children's Check. You can find a sample form and instructions on following website:

<https://workingwithchildren.wa.gov.au>

Step 2

Read, complete and sign your personal details and consent.

For Part 3 provide your current host family's address in Australia.

Part 4 only needs to be completed if you have lived in Australia before.

Part 5 and 6 of the application must be completed by your host family as they are considered your employer. They have to co-sign part 7 as well.

Part 5: Child Related Employment Details

Category of Child Related Work (see page 2, Section 1 and note comments on Category 19 and 20)*

Type of Employment

Self Employed OR Paid Employee OR Volunteer/Unpaid Position OR Paid Managerial Officer OR Unpaid Managerial Officer

Name of Organisation for which you undertake child-related work

Applicant's job title/role in child-related work*

Organisation's Phone Number

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Part 9 of the application will be completed by the host family.

Step 3

Lodge your application in person at an authorized Australia Post outlet in person. There you will need the following:

- Pay the fee for the check
- The application form
- A passport sized picture
- Proof your identity and address: you will need your passport, a signed bank card and a bank statement that shows your address in Australia (you can get the bank statement when opening a bank account)

Step 4

After submitting your application, you will receive the WWC number that looks like this C2383907. The final step is to submit the number to Smartaupairs using the Email form send out to you.