

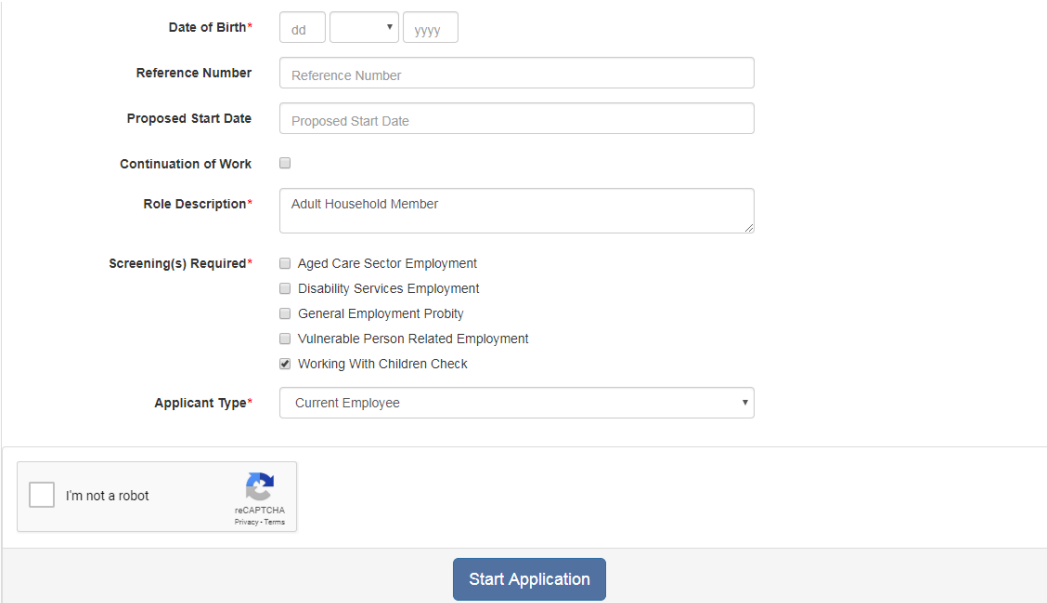
## South Australia

### Step-by-step WWCC

**Step 1** To apply online go to following website:

<https://www.dcsiscreening.sa.gov.au/SCRequestApplicationIndividual>

**Step 2** Apply to set up your account online:



The screenshot shows a web form for applying for a Working With Children Check (WWCC) in South Australia. The form includes the following fields and options:

- Date of Birth\***: A date picker with 'dd' and 'yyyy' input boxes.
- Reference Number**: A text input field.
- Proposed Start Date**: A text input field.
- Continuation of Work**: A checkbox, currently unchecked.
- Role Description\***: A text input field containing "Adult Household Member".
- Screening(s) Required\***: A list of checkboxes:
  - Aged Care Sector Employment
  - Disability Services Employment
  - General Employment Probity
  - Vulnerable Person Related Employment
  - Working With Children Check
- Applicant Type\***: A dropdown menu with "Current Employee" selected.

At the bottom of the form, there is a CAPTCHA section with the text "I'm not a robot" and a CAPTCHA image. Below this is a blue button labeled "Start Application".

### Step 3

- Enter personal details
- Enter contact details (Current email that you have access to)
- Leave "Reference Number" blank
- In Role Description enter "Adult Household Member"
- Tick Working With Children Check / Current Employee

**Step 4** You will receive a notification, check your email and follow the link to continue.



Government of South Australia  
Department of Human Services

**Screening and background checks**

**Application Details**

Your application has been initiated. You will receive an email shortly from iApply containing your username and a link to set your password for your application.

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sa.gov.au

The email will look like this:

**Department of Human Services**

**NEW APPLICATION**

Dear ██████████

This is the first of two emails that you will receive from the DHS Screening Unit.

DHS - Applicant Initiated has initiated a screening application for you.

Please use the following link to activate your account:

[Activate My Account](#)

You will then receive a second email providing you with your personal account LOGIN details, username and password.

Please use this information to login to the system.

Once you have successfully logged in, you will then be asked to provide a new password of your own choice.

Your Application Number is: AP576620

Please retain this email for future use, including the ability to track your application once submitted. To do this [select this link](#).

Click on "Activate My Account"

**Step 5** Once activated you will receive your login details on your email.



## Screening and background checks

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### Account Activation

You have successfully activated your account.  
 Your username and password have been sent to the email address as your activation link was sent to.  
[Click here](#) to login.

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Follow the link "Click Here" and then enter these details to login.



## Screening and background checks

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### Login

If you have a logon, please enter it here.

**Username\***   
**Password\***   
 [Forgot Your Password?](#)

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You will be assigned a user account once an organisation has requested a screening on your behalf.

### Step 6

- You will see your Application waiting for you once you've logged in - Click on the blue APP link to enter the document.

## Screening and background checks

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[Home](#) [Payment History](#) [Alice Bendall](#) [Log out](#)

### Welcome to DHS Screening

A screening can be initiated up to 6 months prior to the expiry of a current clearance.  
 Within this time frame, we recommend you allow as much time as possible for the screening check to be completed.  
 You can help make sure the screening check is processed as quickly as possible by providing accurate personal information and role-related information when completing the application.

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### My Incomplete Applications

Please click on the Application Number below to complete your application.

Application Number	Screening Type	Applicant Name	Requesting Organisation / Officer	Application Initiation Date	Expiry Date	Activated
<a href="#">AP576620</a>	Working With Children Check	Alice Bendall	DHS - Applicant Initiated	10/09/2019 10:11 AM		✓

Showing 1 to 1 of 1 entries

## Step 7

- Enter personal details
- Enter contact/birthplace details
- Leave "Reference Number" blank

Applicant Type  Current Employee

Reference Number

Title

Current First Name

Do you have a Middle Name?

Current Last Name

Gender  Male  Female  Other

Date of Birth  /  /

Country of birth

State of birth

Town/city of birth

Do you identify as Aboriginal or Torres Strait Islander  Yes  No

[Next »](#)

## Step 8 Tick "no other names"

**B - Your previous and preferred names**

**IMPORTANT INFORMATION**  
 Please read the application instructions below

**Warning! The Screening Unit will withdraw your application if you submit incorrect or incomplete information. Withdrawn applications are not refunded and you will need to pay for a new application. Check your personal information carefully.**

Disclose **ALL** names you are known by, have been known by, or used.  
 Spell **ALL** names correctly.  
 Enter your **FULL** previous or preferred name including your first name, middle names/s (if any) and last name.  
 Disclose **ALL** previous names, maiden names, names you have legally changed, and previous married names.  
 Disclose **ALL** preferred names, aliases, abbreviated names, and informal names. For example, if your legal name is Susan Jane Smith and you are known by or use Suzy Jane Smith or Sue Jane Smith then you must disclose these informal and abbreviated names.  
 If you only have one name enter this name as a last name and tick the 'single name' box when it becomes available.  
Do not tick 'single name' unless you only have one name. For example, maiden name = Susan Jane Smith NOT maiden name = Smith.  
You may be committing an offence if you do not disclose a name.

I have no other previous or preferred names

## Step 9

- Enter personal details
- Enter home address – You need to supply 10 years worth of proof of address before you can continue. [There is a separate tab for previous residential addresses that follows]

### C - Your current contact details

#### IMPORTANT INFORMATION

Please read the application instructions below

**Warning!** Check you have provided correct and complete address information. Incorrect or incomplete address information will delay your screening or result in your clearance letter being posted to the wrong address.

Enter your current residential address and the length of time you have resided at this address. Please note - if you have been at your current address for less than 10 years, you will be asked to provide previous address information in the next section.

Enter your current postal address if it is different from your residential address.

All mail related to your screening application will be forwarded to your current postal address which must be an Australian address.

Unit No ?	<input type="text" value="Unit No"/>
Street Number & Name ?*	<input type="text" value="Street Name"/>
Suburb/town ?*	<input type="text" value="Suburb/town"/>
Country ?*	<input type="text" value="Australia"/>
State ?*	<input type="text"/>
Postcode ?*	<input type="text" value="Postcode"/>

## Step 10

- Enter Employment Details – Start Date with Host Family – “Adult Household Member”

**D - Your previous residential addresses**

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**E - Employment / Placement / Volunteer Details**

Your Requesting Organisation has provided the information below.  
 Please check that the information recorded is correct.  
 Contact your Requesting Officer if you have any questions regarding your role and responsibilities.

**If the applicant is a prospective employee / student / volunteer, what is their proposed start date?**

**Continuation of Work**

**Applicant's role and responsibilities:**

Adult Household Member

## Step 11

- Double check the declaration and tick Yes or No to the answers, before declaring you consent to the above.

- Consent to the DHS Screening Unit, being the Central Assessment Unit established under the *Child Safety (Prohibited Person) Act 2016 (SA)*, providing your relevant criminal history information, to the public sector agency who has requested a working with children check be conducted in relation to you, where the Central Assessment Unit has an existing agreement in place with the agency to do so, and where authorised by ACIC, to enable the agency to use your relevant criminal history information for purposes authorised under the legislative and regulatory instruments governing that agency's functions.
- Understand and acknowledge that in accordance with the *Child Safety (Prohibited Person) Act 2016 (SA)*, the DHS Screening Unit, being the Central Assessment Unit established under the *Child Safety (Prohibited Person) Act 2016 (SA)*, will notify all your known employers and organisations you volunteer to work with children, who have registered to notified, if you become a prohibited person through the operation of section 15 of the *Child Safety (Prohibited Person) Act 2016 (SA)*.
- Understand and acknowledge the DHS Screening Unit, being the Central Assessment Unit established under the *Child Safety (Prohibited Person) Act 2016 (SA)*, will conduct an additional working with children check on you, upon receipt of new or additional information to determine if you are prohibited or not prohibited from engaging in child related work.
- Understand and acknowledge where the DHS Screening Unit, being the Central Assessment Unit established under the *Child Safety (Prohibited Person) Act 2016 (SA)*, determines you are not prohibited from engaging in child related work that the organisation and, where applicable, the relevant government supervisory agency, contemplating engaging you in child related work, shall make the final determination as to your suitability to be engaged.

Do you agree and consent to the above?  Yes  No

Please note that by clicking YES you are indicating that the information provided is true and accurate. The action of submitting your completed application form electronically takes the place of a signature. Once the DHS Screening Unit accepts the information as a basis for processing your application, this sufficiently satisfies the electronic signature provisions set out in section 10 of the Electronic Transactions Act 1999 (ETA).

## Step 12

Print out the summary/email you will have received and follow the link to find a local JP who can verify your identity – you will need your passport and proof that you arrived less than 6 weeks ago.

[Police Officer is sometimes the easiest] Full list can be found here:

[https://screening.sa.gov.au/\\_data/assets/pdf\\_file/0007/80737/Permitted-verifiers.pdf](https://screening.sa.gov.au/_data/assets/pdf_file/0007/80737/Permitted-verifiers.pdf)

## Employment and Volunteer Screening Application

Application Number: AP576620

### 100 Point Identification Check

Screening cannot proceed, until the Applicant's identity has been formally verified using a 100-Point-Check: <https://screening.sa.gov.au/about-checks/proof-of-identity>.

The Verifying Officer must personally sight originals or certified copies of items.

**Verification Method\***

Verify Identity Online Now

Print and Seek Verification

You have selected **PRINT AND SEEK VERIFICATION**

Please print your application form and take this form together with ORIGINAL copies of your identity documents to an independent Verifying Officer. For details on who can verify your documents please visit: [Employment Screening Verification - Permitted Verifiers Information Sheet \(PDF 214.5 KB\)](#).

The Verifying Officer will then confirm that they have sighted your documents and will verify your form.

Please note: At least one category A document or One Category B document (which contains a photograph) must be used.

Pay Fees

## Step 13

Once verified, head to your nearest Australian Post Office branch to complete the process – you will need to pay a fee of \$113.30.

## Step 14

Once you've received your Screening Number please send it to Smart Au Pairs so we can update your records.