



To apply for a DHS Working with Children Check

AT NO TIME SHOULD YOU BE ASKED TO PAY ANY FEE FOR THE WWCC

If you have a Department of Human Services Check through another provider

1. E-mail the details through to wwcc@portelliotslsc.com.au.

If you require a check: initiate from a Club Officer (option 1 – preferred method)

1. Contact wwcc@portelliotslsc.com.au with:
 - your full name as per listed in your members' portal account
 - your date of birth (to confirm)
 - your preferred email address (if different from the one you are sending from)
2. Once a Club Officer initiates the check, you will receive an email to apply. Once you fill in the application form, you consent the Port Elliot Surf Life Saving Club to receive your results.
3. Once you receive the results of the check, e-mail them through to wwcc@portelliotslsc.com.au (there is no need to send e-mails through that just advise of progress of the processing).

If you require a check: initiate yourself as an individual (option 2)

1. Visit <https://screening.sa.gov.au/applications/application-information-for-individuals>
2. Read the requirements and click on *Apply for a Check*.
3. Enter your correct details.
4. The reference number and proposed start date can be left blank.
5. Tick continuation of work.
6. In role description, type in *Volunteer Surf Life Saver* (or similar).
7. Tick *working with children check*.
8. Under applicant type, select *volunteer*.
9. Click *start application* and follow the further instructions.
10. Once you receive the results of the check, e-mail them through to wwcc@portelliotslsc.com.au (there is no need to send e-mails through that just advise of progress of the processing).

An example of Individual Application (option 2) is listed on the following page

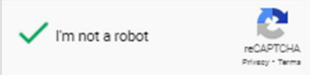


Screening and background checks

[Home](#) [Payment History](#) [Port Elliot Surf Life Saving Club - Benjamin Wyschnja](#) [Person Search](#) [WWCC Registration Of Interest](#) [Log out](#)

Application Details

First Name*	<input type="text" value="Elliot"/>
Last Name*	<input type="text" value="Turkey"/>
Email*	<input type="text" value="elliott@bushturkeysrus.com.au"/>
Confirm Email*	<input type="text" value="elliott@bushturkeysrus.com.au"/>
Date of Birth*	<input type="text" value="10"/> <input type="text" value="Jul"/> <input type="text" value="1990"/>
Reference Number	<input type="text" value="Reference Number"/>
Proposed Start Date	<input type="text" value="Proposed Start Date"/>
Continuation of Work	<input checked="" type="checkbox"/>
Role Description*	<input type="text" value="Volunteer Surf Lifesaver"/>
Screening(s) Required*	<input type="checkbox"/> Aged Care Sector Employment <input type="checkbox"/> Disability Services Employment <input type="checkbox"/> General Employment Probity <input type="checkbox"/> Vulnerable Person Related Employment <input checked="" type="checkbox"/> Working With Children Check
Applicant Type*	<input type="text" value="Volunteer"/>



[Start Application](#)