**Prior to Applying for Employment; Volunteering or Contracting at a Corporation School**

Apply for a ‘Working With Children Check’ (WWCC) before you apply for the position; engage in volunteering or contract services. **Contractor Exemption:** Self employed contractors that hold a current ‘Certificate of Self Employed People’ until the expiry date. Identification verification will be required.

**WWCC Online Application**


If you cannot access the online system contact (02) 9286 7627 and an Officer will assist you.

**Application Number**

When the form is completed you will receive an Application Number

Take this number and proof of identity to a NSW motor registry

**Paid Employment and Contractors:** Need to pay $80 (tax deductible) which will give you a five year clearance

**Volunteers:** No fee is charged

**Working With Children Check Status and Number**

Once your application is processed, you will receive an e-mail or letter with your WWCC status and number

**Usually within 48 hours**

**Clearance Status:** Is valid for five years

**Barred Status:** You cannot work with children and it is an offence to do so. There is an appeal process for a ‘bar’

**Provide WWCC Number**

**Potential New Employees:** Provide your WWCC number with your application for employment on the Employment Application Form

**New Volunteers and Contractors (with unsupervised access to students):** Provide your WWCC number prior to commencing work