



Working with Children Check Form

This form is to be completed where existing or prospective staff or volunteers are required to undertake a Working with Children Check.

SECTION 1 – STAFF MEMBER/ VOLUNTEER DETAILS							
STAFF MEMBER <input type="checkbox"/>				VOLUNTEER <input type="checkbox"/>			
ORG UNIT TITLE							
FACULTY / DIVISION / CENTRE				CAMPUS			
PERSONNEL NUMBER							
TITLE	FAMILY NAME			GIVEN NAME(S)			
SECTION 2 – DETAILS OF CHECK CARD <i>**please attach a photocopy of the WWC Check card</i>							
WWC Check card number:							
Expiry date:							
SECTION 3 –DECLARATION BY STAFF MEMBER / VOLUNTEER							
I understand that Monash University will use the WWC Check details provided to enquire on the validity of my WWC Check card and that it is an offence under the <i>Working with Children Act 2005</i> (Vic) for me to undertake child-related work if I do not hold a valid WWC Check card.							
Signature				Date ___/___/___			
SECTION 4 –VERIFICATION BY ORGANISATIONAL AREA							
I confirm that a copy of the staff member’s WWC Check card has been sighted and its validity verified on the Department of Justice online enquiry service.							
Signature				Date ___/___/___			
Please print name							
FAXED COPIES OF THIS FORM WILL BE ACCEPTED (FAX NUMBER 9902 9530)							

For assistance please contact HR Enquiries on 9902 0400

Please return completed form to HR Operations, Human Resources Division, Monash University, VIC, 3800

Human Resources Division privacy collection statement is located at
<http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>