

# Hawthorn Catholic Parish

## Immaculate Conception Church & St Joseph's Church

### **What is a Working with Children Check (WWCC)?**

A WWCC is a card issued by the Department of Justice that will enable you to meet a requirement of volunteering at Hawthorn Catholic Parish. There is no cost for a Volunteer WWCC application.



### **What if I already have a valid WWCC?**

1. To link the WWC card to Hawthorn Catholic Parish:

Go online to [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) and on the Home page select **UPDATE MY DETAILS**. Alternatively, call **1300 652 879** to update your details over the phone.

Check Type: **VOLUNTEER**

Occupational Code: **64-RELIGIOUS ORGANISATION**

Organisation details:

**Hawthorn Catholic Parish**

**345 Burwood Road, Hawthorn Vic 3122**

**Phone: 03 8862 4000**

2. No further action is required – the Department of Justice will notify the Hawthorn Catholic Parish that you hold a current WWCC

### **How do I apply for a WWCC?**

1. You will need:

- Access to internet
- An email address
- Address of every place you have lived in the last 5 years within Australia

2. Go online to [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) on the Home page select **APPLY FOR A CHECK** and then follow the prompts, ensuring that you link Hawthorn Catholic Parish as an organisation to your application.

Check Type: **VOLUNTEER**

Occupational Code: **64-RELIGIOUS ORGANISATION**

Organisation details\*

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3. Lodging your application

When you have completed the online application, you will receive an email confirmation with a barcode. Go to an Australia Post outlet to lodge your application.

You will need to show:

- A printed application OR the barcode on your smartphone
- 100 points of ID (if you DID NOT verify your identity online)
- The outlet will take your photo for the card at no charge

4. No further action is required – the Department of Justice will notify you and the Hawthorn Catholic Parish