NATIONAL CRIMINAL HISTORY CHECK - INSTRUCTIONS

STEP 1
Go to the Department for Communities and Social Inclusion at the following link:

Please read the following information contained by these headings:
- Screening and background checks
- Who needs to be screened?
- The screening and assessment process
- How to apply

STEP 2
Complete the application form
- Application forms and payment

Ensure that you download and complete the correct application form, at the link below, which can be found under the following heading:
If you are required to lodge the form:
Take your completed form to any Australia Post outlet. Applications submitted through Australia Post will incur a fee of $62.20 (incl. GST) for paid employees, and $42.40 (incl. GST) for volunteers (students).
Child-related employment screening form - Australia Post (DOC 235.5 KB)

PLEASE NOTE:
The following information must be completed by the APPLICANT (Flinders University Pre-Service Teacher) NOT the Requesting Officer

Part D: Employment Information

THIS FORM WILL BE RETURNED IF INSUFFICIENT DETAIL IS PROVIDED IN THIS SECTION

Name of Requesting Organisation: Flinders University
The Applicant is: Student ($42.40)

Please provide us with any relevant details about the nature of the applicant’s role and prospective duties:

Applicant: Student, School of Education, Flinders University
Title and Nature of the Applicant’s Role: Professional Experience
Applicant’s Role involves: Working with Children

Details of the Requesting Officer
Title: Ms
Name: Jill Crump
ID Number: N/A
Position: Professional Experience Administrator
Organisation: School of Education, Flinders University
Business Address: GPO Box 2100
Suburb/Town: Adelaide
State: SA
Post Code: 5001
Telephone Number: (W) 8201 7671 (M) N/A
Email Address: edu.profexp@flinders.edu.au
Alternate Contact: *Not applicable*
Alternate Contact Email address: *Not applicable*

8\textsuperscript{th} August, 2013