



**Northern Territory
Police Force**

SAFE NT



1800 723 368 (1800 SAFENT)



safent.police@nt.gov.au (enquiries only –
applications sent via email will not be processed)



SAFE NT – NT Police
PO Box 39764 Winnellie NT 0821

Employment Form

Office Location

Ground Floor, 71 Smith Street Darwin

Opening Hours

Monday – Thursday: 8.30am – 4.00pm
Friday: 9.30am – 4.00pm

Save time – apply online:
nt.gov.au/wwcc

WORKING WITH CHILDREN CLEARANCE APPLICATION

OFFICE USE ONLY

Date Received / / Receipt No Lodged at Entered

Use this form if you are applying for a Working with Children Clearance for paid child-related employment. Complete all sections using BLOCK LETTERS.

All sections must be completed. Incomplete applications will be returned unprocessed.

SECTION A – APPLICANT DETAILS

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx ☐ Dr ☐ Sex: Male ☐ Female ☐ X ☐

Family name/surname I only have a legal single name ☐

First given name Other given name/s

Daytime contact Mobile number

Email address

Date of birth (dd/mm/yyyy)

Place of birth (Town/City) (State) (Country)

Other Names: Have you been known by any other name? e.g. name before marriage, alias, changed by deed poll.

Important: If your identity documents show different names, you must provide evidence of your change of name with your application.

Maiden name ☐ OR Former name ☐ OR Also known as ☐ Given name/s Surname

Former name ☐ OR Also known as ☐ Given name/s Surname

Please attach a separate sheet to list other names that you have previously been known as.

Australian Postal Address (Your Clearance Notice and Ochre Card will be mailed to this address unless otherwise requested in section G)

PO Box number/Street number/Street name Suburb/town State Postcode

Please check all details, including postcode, are correct. SAFE NT takes no responsibility where undeliverable information is provided.

Current Residential Address (must not be a PO Box or Business Address)

(A current residential address must be supplied to process this application)

Street number and name Suburb/town State Postcode

SECTION B - PREVIOUS RESIDENTIAL ADDRESS (AUSTRALIA AND INTERNATIONAL)

Please list all previous residential addresses for the past 5 years, starting with the most recent and excluding your current residential address. If you cannot remember exact dates, please provide approximate dates and town/suburb and state details. Attach a separate page if you require additional space.

Important: Your address history must cover the entire 5-year period with no gaps.

Most Recent Previous Address

Street number and name

Date from: (dd/mm/yyyy)

/ /

Date to:

/ /

Suburb/town

State

Postcode

Country if outside Australia

Previous Address

Street number and name

Date from: (dd/mm/yyyy)

/ /

Date to:

/ /

Suburb/town

State

Postcode

Country if outside Australia

Previous Address

Street number and name

Date from: (dd/mm/yyyy)

/ /

Date to:

/ /

Suburb/town

State

Postcode

Country if outside Australia

Previous Address

Street number and name

Date from: (dd/mm/yyyy)

/ /

Date to:

/ /

Suburb/town

State

Postcode

Country if outside Australia

Previous Address

Street number and name

Date from: (dd/mm/yyyy)

/ /

Date to:

/ /

Suburb/town

State

Postcode

Country if outside Australia

SECTION C - APPLICANT PHOTO**ATTACH HERE**

A Clearance Notice is accompanied by an "Ochre Card". This card includes your photo and unique Clearance Notice Number. It can be used as proof of your clearance to work in child-related employment.

A new photo is required for all new and renewal applications.

Attach a good-quality passport-sized photo using a paperclip. See the website for detailed photo requirements.

Note: If you lodge your application in person at SAFE NT or a Territory Business Centre, a photo is not required.



DO NOT STAPLE

SECTION D - PROOF OF IDENTITY**Proof of identity documentation**

Attach copies of at least two (2) forms of acceptable identification from the list below, totaling a minimum of 100 points. Identification must include at least one photo ID (Category A), your current residential address, signature and date of birth. All ID must be in the same name, or you must provide evidence of change of name. **All documents must be current or valid.**

Category A**You must have at least ONE Category A document**

1. Passport (Australian/Foreign) = 70 points ☐
2. Australian driver licence = 40 points ☐
3. Australian issued Firearms licence = 40 points ☐
4. Australian evidence of age card (18+) = 40 points ☐
5. Working with children or vulnerable person clearance = 40 points ☐
6. Community identity card or document with photo, name and DOB from an Aboriginal Land Council = 40 points ☐

Add total points - must be 100 points or more
minimum two (2) types of acceptable identification

Category B

7. Australian citizenship certificate = 70 points ☐
8. Birth certificate (commemorative birth certificates are not accepted) = 70 points ☐
9. Centrelink cards = 25 points ☐
10. Government employee ID = 40 points ☐
11. Statutory declaration as to identity on the approved form, containing a photograph of applicant made no more than 3 months before date of application, made by an Australian resident, who is not related and who has known you for at least 12 months = 40 points ☐
12. Medicare card = 25 points ☐
13. Property rates notice/utilities notice/lease agreement (with current residential address) = 25 points ☐
14. Bank statement (with current residential address) = 25 points ☐
15. Foreign driver licence = 25 points ☐

Complete the following section with details from two (2) of the documents used to verify your ID. You must include information from at least one (1) Category A document from the list above, including licence/passport/ID number and expiry date.

Category A document. Please identify document number from list above (1–6).

Passport/licence/ID number

State of Issue Expiry Date / /

Country of Issue

Other document provided. Please identify document number from list above (1–15).

This can be a second Category A document.

Card/licence/membership/ID number

State of Issue Expiry Date / /

Country of Issue

Change of name evidence (if applicable): If you provide identity documents in different names, you must submit a copy of official evidence linking those names with your application. This may include a marriage certificate, divorce order, change of name certificate or a statutory declaration. Ceremonial marriages certificates are not accepted.

Document number State/Country of Issue

If you cannot meet proof of identity requirements, contact SAFE NT at 1800 723 368 or safent.police@nt.gov.au for guidance.

SECTION E – MANDATORY SELF-DISCLOSURE

The following information is collected to assist SAFE NT in assessing whether you pose an unacceptable risk to children and whether you are suitable to hold a Working with Children Clearance under the *Care and Protection of Children Act 2007* (NT).

Have you ever had, or are you currently involved in, any of the following?

Types of matters	Yes	No
1. Child protection matters	☐	☐
2. Criminal history from overseas	☐	☐
3. Disciplinary or misconduct findings by an employer, professional body, or regulatory authority	☐	☐

4. Domestic or family violence matters where you were not the victim

☐ ☐

5. Mandatory reporting obligations as a registrable sex offender

☐ ☐

6. Matters currently before a court

☐ ☐

Note: selecting “Yes” to any of the above may trigger further assessment. **Additional Information (if you answered “Yes” to any of the above).**

Please provide further details including:

- Relevant dates
- Nature of the matter(s)
- Outcome(s)

Please attach a separate sheet if additional space is required.

SECTION F - PURPOSE OF CHECK

Application type: (tick one)

☐ New Application **OR** ☐ Renewal Clearance Number Expiry Date

Type of employment: (tick one)

☐ Self-employed **OR** ☐ Current Employee in Child-related work **OR** ☐ Seeking employment in Child-related work

Occupation/brief description of role in child-related work

TEACHER REGISTRATION BOARD

Do you require registration with the NT Teacher Registration Board to work as a school teacher?

☐ Yes (you must sign below) ☐ No (go to the next section)

By signing:

- I authorise SAFE NT to forward a National Police Certificate containing my criminal history as identified from the working with children clearance process, to the Teacher Registration Board of the Northern Territory for its consideration pursuant to the relevant provisions of the Teacher Registration (Northern Territory) Act; and
- I understand that failure to give authorisation may prevent me from being registered and employed as a school teacher, even though I may be issued with a Clearance Notice.

Signed Date / / (dd/mm/yyyy)

Note: Consent must be given at the time of application. Retrospective notification will not be accepted.

SECTION G - EMPLOYER DETAILS

The Screening Authority may notify any person who engages you in child-related employment if your Clearance Notice is revoked or subject to imposed conditions.

Name of employer organisation

Postal address of organisation

Daytime contact phone number

Organisation email address

Contact name/Title of organisation's representative

The following information is required:

☐

By Default - Your Clearance Notice and Ochre Card will be sent directly to your personal Postal Address.
It is your responsibility to confirm details of your clearance to work with children with your employer or potential employer.

OR

☐

Please send to my employer. I consent to my personal information being delivered to the organisation listed.
Note: only one Ochre Card will be produced. Additional copies can be purchased from SAFE NT - conditions apply.

OR

☐

Collect in person – available only in Darwin from SAFE NT at 71 Smith St, Darwin City.
Note: collection is not available at any other location. You must present a photographic identity document.

NT Government Employees

Employees of the Northern Territory Government are asked to provide your AGS number. If you have more than one AGS number, please list all in the space provided.

AGS

SECTION H – TERMS AND CONDITIONS

Fees

I acknowledge and understand that application fees are non-refundable. If my application is withdrawn, refused or unable to be processed, I will not be entitled to a refund.

Declaration

I certify that the information provided in this application is true, complete and correct and that the Personal Information provided by me relates to me, and I have disclosed all names I currently use, or have used in the past, including aliases.

I understand that withholding information or providing false, misleading or inaccurate information in this application or in any identity documents supplied in support of this application may constitute an offence under the *Criminal Code Act 1995* (Cth) and may result in prosecution.

Consent to Screening and Information Collection

I acknowledge that my Personal Information, including Police Information, may be used by the ACIC and Australian police agencies for general law-enforcement purposes, including purposes authorised under the *Australian Crime Commission Act 2002* (Cth) and other applicable laws.

I acknowledge and consent to a nationally coordinated criminal history check being undertaken through the ACIC using all available Personal Information relating to me, including Personal Information provided by me in connection with this application.

I understand that the nationally coordinated criminal history check is being conducted for the purpose of assessing my suitability to hold a Working with Children Clearance under the *Care and Protection of Children Act 2007* (NT) (CAPCA).

I consent to SAFE NT conducting an assessment to determine my suitability to hold a WWCC, in accordance with the CAPCA.

I consent to Police Information relating to me being disclosed, assessed and used for the purpose for which the nationally coordinated criminal history check is being undertaken and in accordance with applicable legislation, information release policies and spent convictions legislation.

I consent to the ACIC and Australian police agencies using and disclosing my Personal Information contained in my supplied identity documents and all other available Personal Information relating to me for the purpose of conducting a nationally coordinated criminal history check.

I understand and consent to SAFE NT:

- obtaining information about my complete criminal history from all Australian and, where relevant, overseas law enforcement agencies, including courts, prosecution agencies and previous employers
- obtaining information relating to offences committed or allegedly committed by me, regardless of when or where they occurred
- conducting name-based checks against relevant national registers and databases, including those maintained by the ACIC and the National Reference System, and receiving information from participating worker screening authorities for the purposes of assessing, monitoring and reassessing my suitability to hold a WWCC, and
- collecting, recording, using and storing my information in those registers and databases for the purposes of WWCC assessment and ongoing monitoring.

Information Sharing and Disclosure

I acknowledge and consent to my information being disclosed to, and obtained from, the ACIC, DCF, other law enforcement agencies, worker screening authorities, and regulatory bodies.

I consent to the ACIC disclosing Police Information sourced from Australian police agencies to SAFE NT and any other approved body identified in this application for the purposes of assessing my suitability to hold a Working with Children Clearance.

I acknowledge and consent to my information being:

- disclosed by SAFE NT to contractors and service providers engaged to facilitate or administer the nationally coordinated criminal history check process
- shared with and received from the National Reference System (NRS) and participating worker screening authorities for the purposes of assessing, monitoring and reassessing my suitability to hold a WWCC in the NT and other Australian jurisdictions
- collected, used, disclosed and stored in accordance with relevant legislation and applicable information-sharing agreements, including those to which the NTPF is a party
- used for the purposes of assessing my suitability to hold a WWCC in the NT or other jurisdictions, and
- disclosed to my employer, prospective employer, nominated interested party, and any other third party identified in this application, for the purposes of assessing my suitability for child-related employment and as otherwise authorised or required by law, including notification of the outcome of my application and any subsequent changes to my WWCC status.

Personal Information and Police Information obtained through the nationally coordinated criminal history check process will not be transferred outside Australia unless authorised by law, or provided directly to an applicant located outside Australia with the applicant's consent.

I understand that if I provide information or identity documents by post, email or other electronic means, I do so at my own risk.

Use and Ongoing Monitoring

I understand that:

- SAFE NT will use the information obtained, and any subsequent information, to undertake a full and informed risk assessment
- my information will be subject to ongoing monitoring, including the disclosure of new criminal history information and other relevant information during the period my application is being processed and while I hold a WWCC, for reassessment purposes, and
- checks may identify adverse WWCC decisions in the NT or other jurisdictions, including conditions placed on a WWCC, cancellations and negative notices, which may be considered in determining my suitability to hold a WWCC in the NT and those other jurisdictions.

Applicant Obligations

I agree to notify SAFE NT as soon as practicable if:

- my name, address, contact details or employment details change, and/or

- I am charged with an offence
- I become subject to disciplinary, regulatory or child protection action
- I become aware of information relating to criminal history outside Australia, or
- any other circumstance arises that may affect my suitability to hold a WWCC.

I also agree to provide any further information or supporting documentation as requested, to assess my application.

I understand that failure to disclose relevant information, or the provision of false, misleading or incomplete information, may be considered by SAFE NT when assessing, reassessing, renewing or reviewing my suitability to hold a Working with Children Clearance.

Eligibility and Legal Requirements

I understand that:

- I must hold, or be eligible to hold, a WWCC that is in force to engage in child-related employment in the NT, in accordance with the CAPCA
- I must not engage in child-related employment if my application is withdrawn, refused, or my WWCC is suspended or revoked, and that doing so is an offence under the CAPCA, and
- it is an offence to knowingly provide false or misleading information for the purposes of the CAPCA.

Consent for verifying your identity documents

We may verify information contained in your identity documents through the Commonwealth Document Verification Service (DVS) and other authorised identity verification processes or confirm the details on some or all of your identity documents with the document issuer.

I consent to SAFE NT providing my identity document identifiers to the Australian Criminal Intelligence Commission (ACIC) for the purpose of verifying my identity documents through the Commonwealth Document Verification Service (DVS).

I consent to the ACIC using my identity document identifiers to verify my identity documents through the Commonwealth Document Verification Service (DVS).

I consent to SAFE NT verifying my identity documents with the relevant document issuer, official record holder or authoritative source.

I consent to the ACIC and Australian police agencies using and disclosing my Personal Information contained in my supplied identity documents and any other available Personal Information relating to me for the purpose of conducting a nationally coordinated criminal history check.

☐

I acknowledge that I have read and understood this application and Privacy Statement and consent to SAFE NT, the ACIC, Australian police agencies and other authorised bodies collecting, using, disclosing and storing my Personal Information and Police Information for the purposes described in this application, including conducting a nationally coordinated criminal history check and assessing my suitability to engage in child-related employment.

☐

I declare that the information I have provided is true, complete and correct, and I understand that providing false or misleading information is an offence.

Signed

Date

(dd/mm/yyyy)

SECTION I - LODGING YOUR APPLICATION FORM

☐

Have you completed all sections of this form?

☐

Have you attached copies of ID to the value of 100 points including at least one photographic ID?

☐

Have you attached a passport size, good quality photograph of yourself (not required if lodging in person at SAFE NT)?

☐

Have you decided how you will pay?

Applications that are emailed will NOT be accepted. Applications will not be processed unless payment is made.

Lodge and pay in person

Option 1: SAFE NT <i>Pay by EFTPOS, Credit Card, Cheque, Money Order or Cash</i> SAFE NT Ground Floor 71 Smith St, Darwin Opening hours Monday – Thursday, 8.30am – 4.00pm Friday, 9.30am – 4.00pm	Option 2: Territory Business Centre <i>Pay by: EFTPOS, Credit Card or Cash (Cheques and Money orders are not accepted)</i> Darwin Building 3 Darwin Corporate Park, 631 Stuart Highway Berrimah, Darwin Opening hours Mon – Fri 8.00am – 4.30pm Katherine Big Rivers Government Centre, 5 First Street, Katherine Opening hours Mon – Fri 8.00am – 4.30pm Tennant Creek Shop 2 Barkly House, Cnr Davidson Street and Paterson Street, Tennant Creek Opening hours Mon – Fri 8.00am – 4.21pm Alice Springs GreenWell Building, 50 Bath Street, Alice Springs Opening hours Mon – Fri 8.00am – 4.00pm
--	--

Lodge and pay by mail

Option 3: Mail your application with payment <i>Pay by Cheque or Money Order. Cash is not accepted.</i> SAFE NT PO Box 39764 WINNELLIE NT 0821	Option 4: Mail your application and pay by phone <i>Pay by Credit Card (Visa/Mastercard)</i> Complete the contact details below <u>only if you are paying by phone</u> . SAFE NT will call you to process your credit card payment. Contact person: _____ Contact number: _____
---	--

Contact: Phone: 1800 723 368
Web: nt.gov.au/wwcc

Postal: SAFE NT - PO Box 39764 WINNELLIE NT 0821
Email: safent.police@nt.gov.au

PRIVACY STATEMENT

Your personal information (your information) is collected by Screening Assessment for Employment Northern Territory (SAFE NT) under the *Care and Protection of Children Act 2007* (NT) for the purpose of assessing your suitability to hold a Working with Children Clearance (WWCC). The collection of this information is authorised and managed in accordance with the *Information Act 2002* (NT).

SAFE NT may collect information directly from you and, where authorised by law, from third parties including law enforcement agencies, courts, child protection authorities, worker screening authorities, employers, regulatory bodies and other relevant organisations for the purpose of assessing your suitability to hold a WWCC.

Your information may be used, stored and disclosed to SAFE NT, including within the NT Police Force (NTPF), the Australian Criminal Intelligence Commission (ACIC), the Department of Children and Families NT (DCF), other law enforcement agencies, worker screening authorities and regulatory bodies (including their local, interstate and, where relevant, overseas counterparts), to assess your suitability to hold a WWCC, including for assessment in other jurisdictions. By providing your consent, you agree to the collection, use, disclosure and storage of your information by:

- SAFE NT (including within the NTPF), DCF, and relevant NT regulatory bodies, in accordance with the Information Act 2002 (NT), and
- The ACIC, other law enforcement agencies, worker screening authorities and regulatory bodies, in accordance with the Privacy Act 1988 (Cth) and applicable laws of other jurisdictions.

Failure to provide the required information and consent will prevent SAFE NT from processing or assessing your application.

You may request access to, or correction of, your personal information at any time to ensure it is accurate, complete and up to date.

If you have concerns about the way your personal information is being/has been collected, used, disclosed or managed, you may contact the Information Access Team to raise those concerns or make a complaint.

For enquiries, please contact SAFE NT on 1800 723 386 or safent.police@nt.gov.au