APPLICATIONS FOR WORKING WITH CHILDREN CHECK FOR VOLUNTEERS

To start a new on-line application for Relevant History Screening, you are required to supply the following details, and return to the School at your earliest convenience.

First & Middle Names	
Last Name	
Email	
Date of Birth	
Current Date	
Role Description	Classroom volunteer; Excursions; School camps; Sports Coach/Mgr; Governing Council; Parents & Friends
Student & Relationship	Student Name/s: Parent / Grandparent / Other:

- Using this data, the School will initiate an on-line application on your behalf.

- You will then receive the first of 2 emails from DHS Screening Unit Website, advising that we have initiated your application.

- In the first email you will be instructed to "Activate My Account" by clicking on the link.

- You need to activate within 4 weeks of receiving the first email.

- You will then receive a second email with a user name and login, with log in instructions.

- Upon logging in, you will have an opportunity to create you own unique password.

- Keep this password safe for future use.

- You can then complete your application on line.

- You will be asked to undergo a 100 point check to verify your identity online.

- 100 point check can be your drivers license and passport. If you don't have both of these you may need to bring in your 100 point documents to be verified by the Principal or Deputy Principal.

- The options for verification are explained in the process.

- The School may pay for your Clearance, depending on the situation. Please check with us first.

Please contact the school on 8267 1644 if you have any questions or concerns.

Government of South Australia
Department for Education and Child Development