

# Info for filling out Police Checks, WWC and Leader Application forms

Please ensure the following are finalised before sending to Bentleigh Scout Centre, P O Box 178, Bentleigh East 3165.

## A1 form

- Referees full details. (No family members or members of Scouts Australia)
- Address to match ID provided with Consent to Check form
- Occupation and/or skills – use code from back of form
- Please add any language other than English
- Religion mandatory
- PLA details added by DC
- Signed and dated by applicant
- Witnessed by GL or above
- Signed by DC
- Either receipt or WWC card copy required to accompany form. Detail can also be added at the bottom of the form as well.

## Application form for Consent to Check and Release National Police Record

- Signed on page 7. Witnessed by suitably “certified person” (see Page 3, Section F)
- That “certified person” fills in the details for “Certifier use only” Page 8
- That “certified person” then signs each ID document as “Original sighted. True and correct copy” or similar wording
- ID documentation to accompany submitted paperwork which **must include photo ID as well as current residential address ID** (utility bill/bank statement)

## Working with Children’s check application form (Oct 2009 & July 2010 versions)

- Section D: Details of child-related work (Page 2) –  
1st code No. 10 as volunteer      2nd code No. 72 as volunteer
- Section E: Details of organisation –  
Name of primary Organisation – Scouts Australia – Victorian  
Branch, 152 Forster Road, Mt Waverley Vic 3149  
  
Employer/Volunteer organisation contact phone number – 03 8543 9800