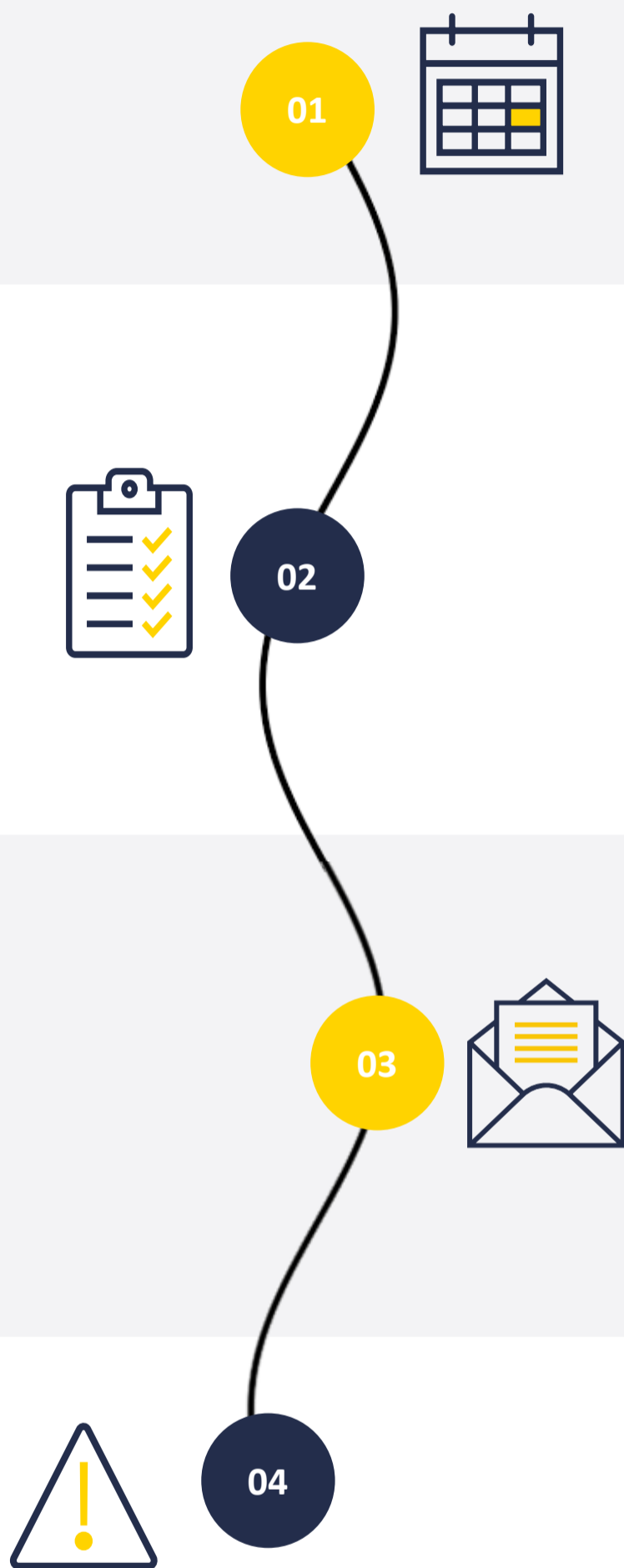


How to apply for a new Working with Children clearance



Initiate application

Recruitment initiates the new application for clearance with the Department of Human Services (DHS) and advises the employee/candidate an application has been initiated on their behalf.

Complete application

The employee/candidate will receive an email from the Department of Human Services (DHS) with an action to complete the application. This should be completed as soon as possible to comply with the [Flinders University Child Safe Environment Policy](#).

The employee/candidate will need to verify their identity as part of the application process.

NB. After the employee/candidate has completed the application, the University will pay the clearance fee to DHS.

Application outcome

There is no exact timeframe for an application to be processed, this is dependent on a number of factors and beyond the control of Flinders University. In some instances, it may be weeks and in others, it can take months. Therefore, it is important to progress the process as soon as possible.

The relevant team from People and Culture will register the clearance in your Workday profile once they receive the new Working with Children Check.

Clearance Follow-up

If a new clearance is not issued by the Department of Human Services before the start date in the new position, the start date may need to be deferred. This will be managed between the recruitment team and the manager if this was to be the case.



With a new clearance, the employee/candidate can commence work in the prescribed position.