



Applying for screening using a hard copy form

Before you start:

Application forms are available from our [application forms and payment](#) page on our website. Make sure that you have downloaded and use the most recent version/s.

If you are unsure about which type of screening is required, check with your employer/volunteer organisation. Once you know which form(s) you need, download the form and fill in the information. Where possible, complete the form electronically prior to printing.

If you need more than one type of screening: Applicants will need to complete a separate application form for each screening type required EXCEPT where the role is in the disability sector and involves working with children (in which case only child-related employment screening is required; disability services employment screening is not also required).

Do you have a current clearance? If you have a current clearance with six or more months left to run, you do not yet need to be rescreened. Renewal applications should only be lodged when there are **six months or less** left to go on the current clearance.

Filling out the form:

- Please **write clearly in BLOCK LETTERS.**
- **Please submit ORIGINAL versions:** The Screening Unit will not accept photocopied or scanned versions of forms.
- The **applicant must provide their informed consent** to screening by signing the application form.

More guidelines for completing each section of the form are provided below.

Part A: Your Personal Details

- Make sure you include your FULL current name, including all given (first and middle) names and last name.
- Make sure you include FULL DETAILS for ALL previous names and aliases, including any previous married names and maiden name.
- Ensure that your date of birth is correct, including the year.
- Include the city or town and country of your birth.
- Include all previous residential addresses at which you have lived in the last ten (10) years. If there is not enough space, please provide this information as an attachment.

Note: If an error in any of the above details is determined to be your mistake, you may be required to resubmit your application and pay again.

Part B: Declaration and Informed Consent

- Ensure you answer all the declaration questions. If you have answered "yes" to any questions, please provide additional information, if necessary, in a sealed envelope marked "CONFIDENTIAL" and attach it to the application.
- Ensure that you have signed and dated your form to provide consent and that your name is recorded on the consent form page the same as it is recorded on page 1.
- If you are submitting more than one form, each form must be completely filled out and signed.

Part C: 100 Point Identification Verification

For your application to be processed, your identity must have been verified using a 100 point identification check. The application forms stipulate what kinds of documents and how many are required to reach the required 100 points.

Certain classes of person can verify your identification using the 100 point check. These include:

- A Justice of the Peace
- A Commissioner for Taking Affidavits (eg a solicitor, barrister or proclaimed police officer).
- For further details about who can verify your identity, please download the [permitted verifiers information sheet \(PDF 214.5 KB\)](#).

The form must be signed by the verifier and the section providing their details must be completed.

- Ensure your identity is verified by an appropriate person. This should **not** be a close relative.

Note: Other forms of identity verification are allowed in limited circumstances, ie in relation to applications in remote or isolated areas and persons who do not have standards documentation such as a passport or driver's licence. For further information, please email the DCSI Screening Unit at DCSIScreeningUnit@sa.gov.au

Part D: Employment Information

- This section is to be completed by the Requesting Officer at your work or volunteer organisation and should provide a detailed description of the role you will be undertaking
- If the organisation is paying for the screening, the Requesting Officer must sign and date the front page of the form. Alternatively, if you are paying for the application and lodging it at Australia Post, please ensure the receipt is attached to the front of the form.

If your form does not indicate whether you are a paid employee or volunteer, your organisation will be charged at the 'paid employee' rate.

If you still have a query or need help

If you have a query in relation to filling out and submitting a screening application, please refer to our [Fact Sheets](#) and [Frequently Asked Questions](#). By referring to these you might find the answer your question.

Beware of some common mistakes

Please note that accuracy is important when completing a screening application form. Mistakes or omissions may cause delays in the processing of your screening application, and you may incur additional charges if a mistake requires the Screening Unit to obtain an additional national criminal history record check.

Below are some helpful hints to ensure that your application form is completed accurately and thoroughly:

- **Ensure the Role Description in Part D is thorough and detailed:** we need to know what duties you will be undertaking, to perform a thorough risk assessment.
** Note: This information is not required if you are applying for Disability Services Employment screening.*
- **Signatures:** make sure that all sections of the form that require a signature are completed, especially your own in Part B: Declaration and Informed Consent.
- **Requesting Officers** must come from the requesting organisation where you plan to work or volunteer.
- **Consistent names:** you must provide your full name, spelt correctly, in all sections of the form where indicated.
- **Provide ALL names:** you must provide your full name, including all given names and middle names, and any maiden names, or aliases
- **Check your contact details:** we may need to contact you during the assessment process, and may post your clearance letter to you.
- **Check your dates:** all dates should be written in the DD/MM/YYYY (day/month/year) format.

The following **common mistakes** may result in a form being returned to the applicant for resubmission:

- illegible handwriting;
- not including your FULL name and/or FULL previous names;
- insufficient current address detail;
- insufficient information describing your role;
- failure to complete satisfactorily the 100 point identification check; and
- missing signatures: the form should be signed by the applicant, verifying officer and (if not paying through Australia Post), the requesting officer.

IT IS IMPORTANT THAT YOU COMPLETE EACH SECTION OF THE FORM AND CHECK IT THOROUGHLY BEFORE SUBMISSION.

Use of information provided: The information provided on a screening application form(s) is used in by the DCSI Screening Unit in its assessments, which aim to determine whether a person is suitable for employment or other engagement for work, volunteer activities, or other entitlements.

Unless statutory obligations require otherwise, the information provided on the form(s) will not be used without the applicant's prior consent for any purpose other than in relation to the assessment of their suitability to work with the group of people to whom the form(s) relate. The applicant may be required to complete another application form in relation to employment in other positions.