



# EMPLOYER REGISTRATION

An easier way? Complete this form online at [check.kids.nsw.gov.au](http://check.kids.nsw.gov.au)

## Organisation Details:

ABN: \_\_\_\_\_

Name: \_\_\_\_\_

## Postal address:

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

## Primary Contact Officer:

We will contact you via email unless you specify otherwise.

Title: \_\_\_\_\_ Position: \_\_\_\_\_

Given name(s): \_\_\_\_\_ Lastname: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Other contact officers:

Title: \_\_\_\_\_ Position: \_\_\_\_\_

Given name(s): \_\_\_\_\_ Lastname: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_ Position: \_\_\_\_\_

Given name(s): \_\_\_\_\_ Lastname: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Primary Service Your Organisation Provides:

Primary service: \_\_\_\_\_

Other: \_\_\_\_\_

## Level of contact your employees have with children:

- They must have contact with children if they are to do their work
- They have face to face contact with children in their work
- A supervisor who can direct them is not present when they're with children

**Employees Engaged:**

- Paid employees
- Self-employed people or subcontractors
- Volunteers providing intimate personal care to disabled children
- Volunteers providing mentoring to disadvantaged children
- Ministers, priests, rabbis, muftis or other like religious leaders or spiritual officers of a religion or other members of a religious organisation
- Licensees for prescribed children's services
- Authorised carers and their adult household members
- Family day carers, home based carers and their adult household members
- Other employees

Other: \_\_\_\_\_

**Declaration:**

- I acknowledge that the registration details I provide may be collected by, used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working With Children Check.
- I have not omitted any names or aliases that I use or used in the past.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**What should I do next?**

Once you have completed your details, you will need to sign the printed form and send (fax or scan and email) to the appropriate Approved Screening Agency. You may also wish to retain a copy for your records.

**Screening Unit:**

Contact the Commission for Children and Young People on 9286 7219 if you cannot identify the appropriate Approved Screening Agency.

- NSW Department of Education and Training (public education sector)  
FAX - 9836 9222, EMAIL - esumail@bkesu.det.nsw.edu.au
- NSW Department of Health (health sector)  
FAX - 9391 9795, EMAIL - esru@doh.health.nsw.gov.au
- Catholic Commission for Employment Relations (Catholic system services)  
FAX - 9267 9303, EMAIL - enquiry@ccer.catholic.org.au
- Commission for Children and Young People (all other services)  
FAX - 9286 7201, EMAIL - check@kids.nsw.gov.au