How to apply for DCSI Screening – 2016

Adult re-entry students who attend a government school are required to have a Child Related Employment Screening through the Department of Communities and Social Inclusion Screening Unit (DCSI) as a condition for enrolment.

Unless statutory obligations require otherwise, the information provided on the form(s) will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability to work with the group of people to whom the form(s) relate.

Firstly, beware of common mistakes:
The Screening Unit returns hundreds of forms each week because applicants make mistakes that prevent us from entering the application into our processing system immediately. These mistakes often cause delays of several weeks.

Below are some helpful hints to ensure these delays do not impact on you:

- **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.
- **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, i.e. the School of Languages, where you plan to study or volunteer.
- **Consistent Names:** you must provide your full name, spelt correctly, in all sections of the form where it is requested.
- **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.

Download the form and where possible, complete electronically prior to printing. If you intend to lodge a handwritten application, please write clearly in BLOCK LETTERS.

**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**

- Be sure to 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 the same as it is recorded on page 1.
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.
- This verification will be completed by the Coordinator: Smaller Candidature Languages at the School of Languages.

Part D: Employment Information
- This section is to be completed by the Coordinator: Smaller Candidature Languages at the School of Languages.