DECD Fact Sheet - DCSI on-line application process

Applicant Information

DCSI Fact Sheet Information on how to start your application

DECD Information

If you are applying through a DECD site, you will need to request that the ‘site requesting officer’ initiates the online application process. A link to the online application will be forwarded to your personal or work email address once initiated.

If you are a prospective or a current employee applying through the employable ancillary register, you will need to forward your EAR Acknowledgement email to DECD:HRconfidential@sa.gov.au so that your online screening request can be initiated. You will then receive a link to the online application, to your personal email, for you to apply

Action Required:

On receiving the email with the link to your online application for the first time, you will need to log on using the link and password provided.

You will then be asked to update your password. Make sure you keep a record of your Username, which is the email address you provided to the requesting officer and your new password which you selected when you updated your password.

Once you log on your activated uncompleted applications will appear on the screen. You need to select the application number and this link will tell you how to start your application.

Read the full instructions and the online help available by hovering over the ?.

All DECD (including Families SA) employees and applicants for employment through the Employable Ancillary Register (EAR) who have an employee ID number are required to enter their employee ID number in the Reference Number cell. Volunteers will leave this cell empty.

Mandatory cells are identified with a red *. Once all cells are completed select next at the bottom of the screen.

Dates – hover over the dates ? as most dates required will accept year only, you are not required to enter the exact date if you cannot recall what it was.
Address search in screen C – this will enable you to start typing your address and a list of options will appear from which you can select your correct address which will automatically populate all address cells below.

<table>
<thead>
<tr>
<th>Address Search</th>
<th>32 Gardne</th>
</tr>
</thead>
<tbody>
<tr>
<td>32 Garden Street, Geelong VIC 3220, Australia</td>
<td></td>
</tr>
<tr>
<td>32 Gardens Hill Crescent, The Gardens NT 0820, Australia</td>
<td></td>
</tr>
<tr>
<td>32 Garden Street, North Narrabeen NSW 2101, Australia</td>
<td></td>
</tr>
<tr>
<td>32 Garden Street, South Tamworth NSW 2340, Australia</td>
<td></td>
</tr>
<tr>
<td>32 Garden Street, Rankall QLD 4472, Australia</td>
<td></td>
</tr>
<tr>
<td>32 Garden Drive, Unergan QLD 4655, Australia</td>
<td></td>
</tr>
<tr>
<td>32 Garden Street, South Yarra VIC 3141, Australia</td>
<td></td>
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<tr>
<td>32 Garden Street, Cooktown QLD 4895, Australia</td>
<td></td>
</tr>
<tr>
<td>32 Garden Street, Branyang VIC 3842, Australia</td>
<td></td>
</tr>
<tr>
<td>32 Garden Road, Spearwood WA 6163, Australia</td>
<td></td>
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</tbody>
</table>

Previous addresses – make sure you include all previous addresses you can remember over the last 10 years. The address search will help. This page is mandatory if you have been at your current address for less than 10 years.

100 Point Identification Check

To process your application, the Screening Unit must be certain of your identity and must make sure you have undergone a 100-point identification check, which has been approved by an appropriate person.

There are three (3) options available to verify your identity and this link explains the option for you to use to get your identity verified:


2. You can show your original identity documents to your organisation’s Verifying Officer who will then complete the process for you online. (This option can be used by employees and applicants who are currently within a DECD site and are renewing their screening if they cannot use option 1 above.)

3. You can print your application form and take this together with your original identity documents to an independent Verifying Officer. (This option can be used by new applicants seeking a screening and cannot use option 1 above.)

Payment

All EAR applicants and temporary employees in schools and preschools are required to pay for their own screening. This will be recorded by the requesting officer at the time of registering you for an on-line application. After you completed your 100 Point Verification you will be directed to the Pay Fees screen where you will be required to pay the fee using a Visa or MasterCard.

A printable receipt with a reference number will be available when your payment has been confirmed.

FAQ

The DCSI Screening Unit has identified a number of commonly asked questions which have all been addressed through this FAQ link.
DCSI Online Application Flow Chart

Applicant

- Applicant requests Online Application
- Applicant completes Online Application
- Applicant selects the evidence to verify their identity.
- Applicant prints online application and takes with identity verification documents to recommended person to verify.
- Applicant receives screening outcome letter from DCSI Screening Unit

DCED

- School/Preschool / Families SA requesting Officer completes online request
- DECD Screening Liaison Officer completes online request

DCSI

- DCSI Screening receive request
- DCSI Screening approval or reject email notification and letter sent.
- Email notification of screening outcome sent to requesting officer
- Application received Online by DCSI Screening Unit
- Application received by post by DCSI Screening Unit

Other

- DCSI link to Online Application emailed to applicant
- Other evidence provided to School/Preschool/FSA Unit requesting Officer for online verification
- Drivers Licences, Birth Certificate, Visa or Residency verified by direct link to Agencies

Office Use:

- DCSI screening invoice received by central DECD Finance Officers, reconciled and paid from central budget. Invoices for $15 sent for volunteers to sites.
- DCSI Screening invoice for all permanent employees & school/preschool/unit initiated volunteers forwarded monthly to DECD.