

# Department for Education fact sheet

## Department of Human Services (DHS) online application process – applicant information

DHS [fact sheet](#) Information on how to start your application

### Department for Education information

*If you are applying through a department 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 (EAR)*, you will need to forward your EAR acknowledgement email to [Education.HRconfidential@sa.gov.au](mailto:Education.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](#).

## Screening and background checks

[Home](#) [My Applications](#) [Payment History](#) [Rose Flower](#) [Help](#) [Log out](#)

### My Incomplete Applications

Application Number	Screening Type	Applicant Name	Requesting Organisation / Officer	Application Initiation Date	Expiry Date	Activated
<a href="#">AP000336</a>	Child Related Employment	Rose Flower	DEPARTMENT FOR EDUCATION	17/08/2015 1:53 PM		✓

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Read the full instructions and the online help available by hovering over the [?](#).

All department 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.

Reference Number [?](#)

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.

Address Search ? 32 Gardne

Unit No ? 32 Garden Street, Geelong VIC 3220, Australia  
32 Gardens Hill Crescent, The Gardens NT 0820, Australia  
32 Garden Street, North Narrabeen NSW 2101, Australia

Street ?\* 32 Garden Street, South Tamworth NSW 2340, Australia  
32 Garden Street, Blackall QLD 4472, Australia  
32 Garden Drive, Urangan QLD 4655, Australia

Suburb/town ?\* 32 Garden Street, South Yarra VIC 3141, Australia  
32 Garden Street, Cooktown QLD 4895, Australia

Country ?\* 32 Garden Street, Blairgowrie VIC 3942, Australia  
32 Garden Road, Spearwood WA 6163, Australia

State ?\*

**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](#):

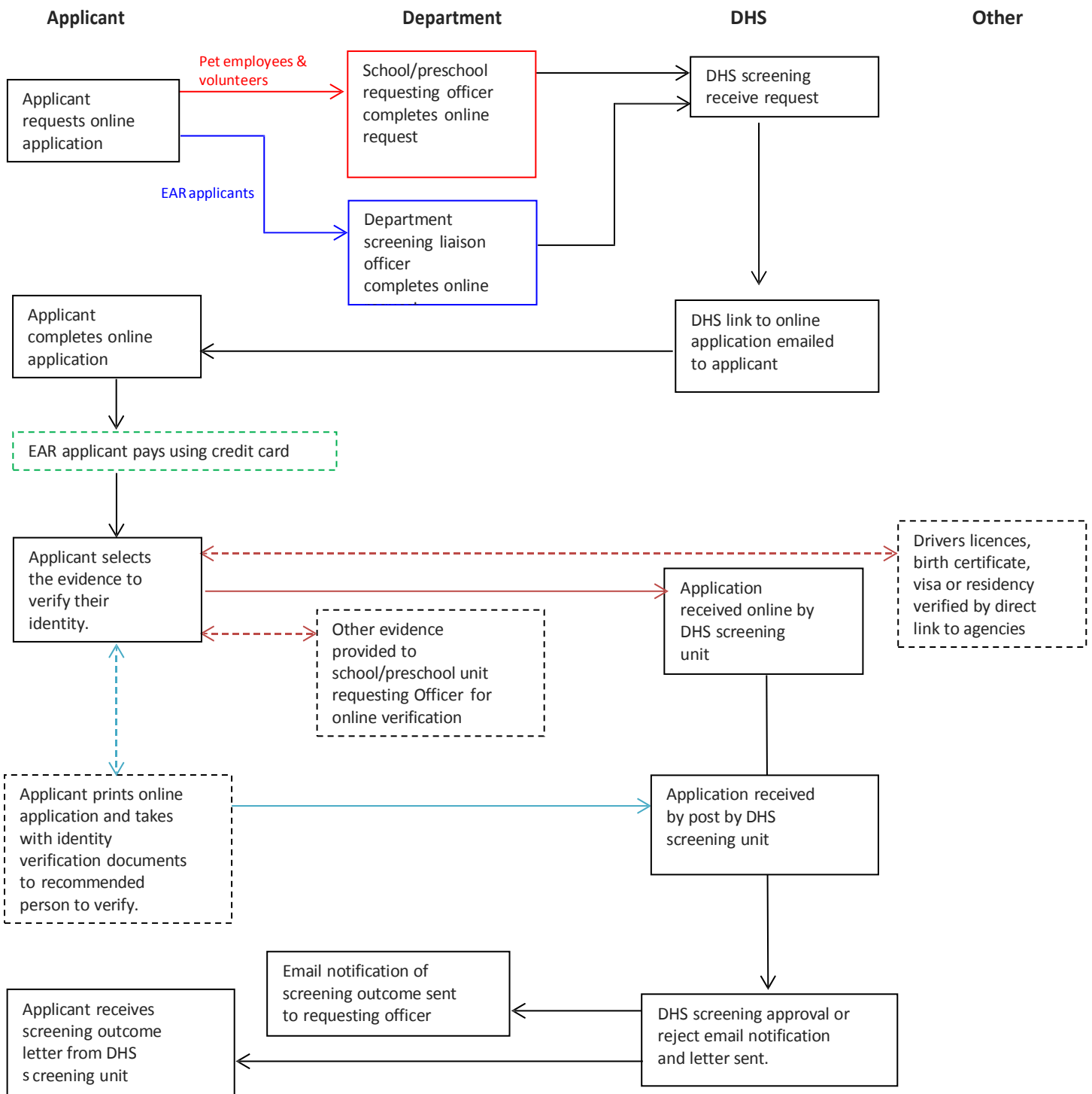
1. you can verify your identity online using the documentation verification service (DVS). For more information visit: <http://www.dvs.gov.au/Pages/default.aspx>
2. you can show your original identity documents to your organisation's verifying officer who will then complete the process for you online. (This option can be used by employees and applicants who are currently within a department 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 online 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.

# DHS online application flow chart



## Office Use:

