



# Department of Justice

Working with Children Check Unit

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ATTENTION: HR MANAGER  
KIDDIES FOOD KUTTER SAFETY FOOD PEELER  
PO BOX 5279

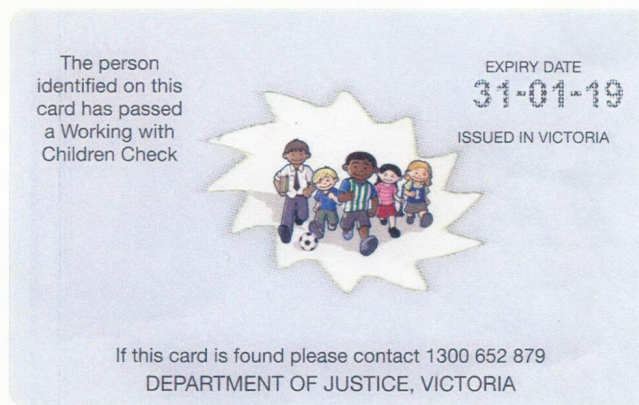
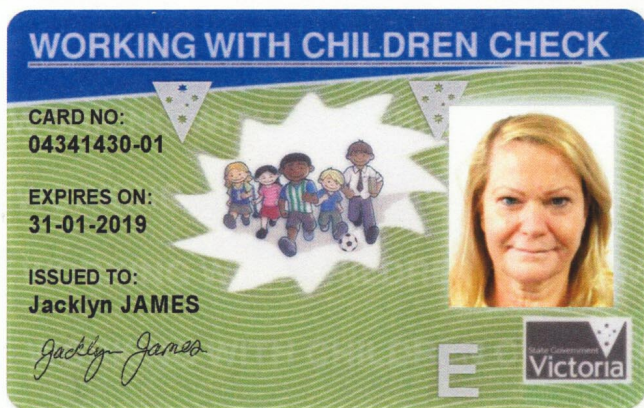
SOUTH MELBOURNE VIC 3205

GPO Box 1915  
Melbourne Vic 3001  
Information Line: 1300 652 879  
Monday-Friday 8.30am-5pm

**THIS IS TO ADVISE YOU THAT A WORKING WITH CHILDREN CHECK ASSESSMENT NOTICE IS ISSUED UNDER THE *Working with Children Act 2005*, to**

**Jacklyn JAMES**  
**Date of Birth: 25-03-1961**

**Copy of Working with Children Check Card Number: 04341430-01**



This Card is valid for five years unless sooner revoked under Section 23 or surrendered under Section 24 of the *Working with Children Act 2005*. A Card may be revoked if ongoing monitoring reveals the card holder has been charged with, or convicted of, a criminal offence.

**Employers and Agencies have the following administrative obligations and responsibilities:**

- Make sure all your employees or volunteers who are required to have a WWC Check have submitted an application by the due date and have passed the Check
- Sight the employee or volunteer's WWC Check Card and record (including their name and card number) that they have passed WWC Check
- Respect the cardholder's confidentiality and privacy
- Regularly check the status of the employee or volunteer's WWC Check – using the name and number
- Ensure cardholders notify the Department of Justice of changes to their contact details
- When employing staff to undertake child-related work, advise existing cardholders (who passed check before being employed by you), that they must notify DoJ within 21 days of joining your employ.

Cardholders can update their details, and Employers and Agencies can check the status of person's card, online at <http://online.justice.vic.gov.au/wwccu>, or, phone the Information Line on 1300 652 879 between 8.30am-5pm Monday-Friday.

BRADLEY MEDCROFT  
Acting Director, Working With Children Check Unit  
Department of Justice, Victoria