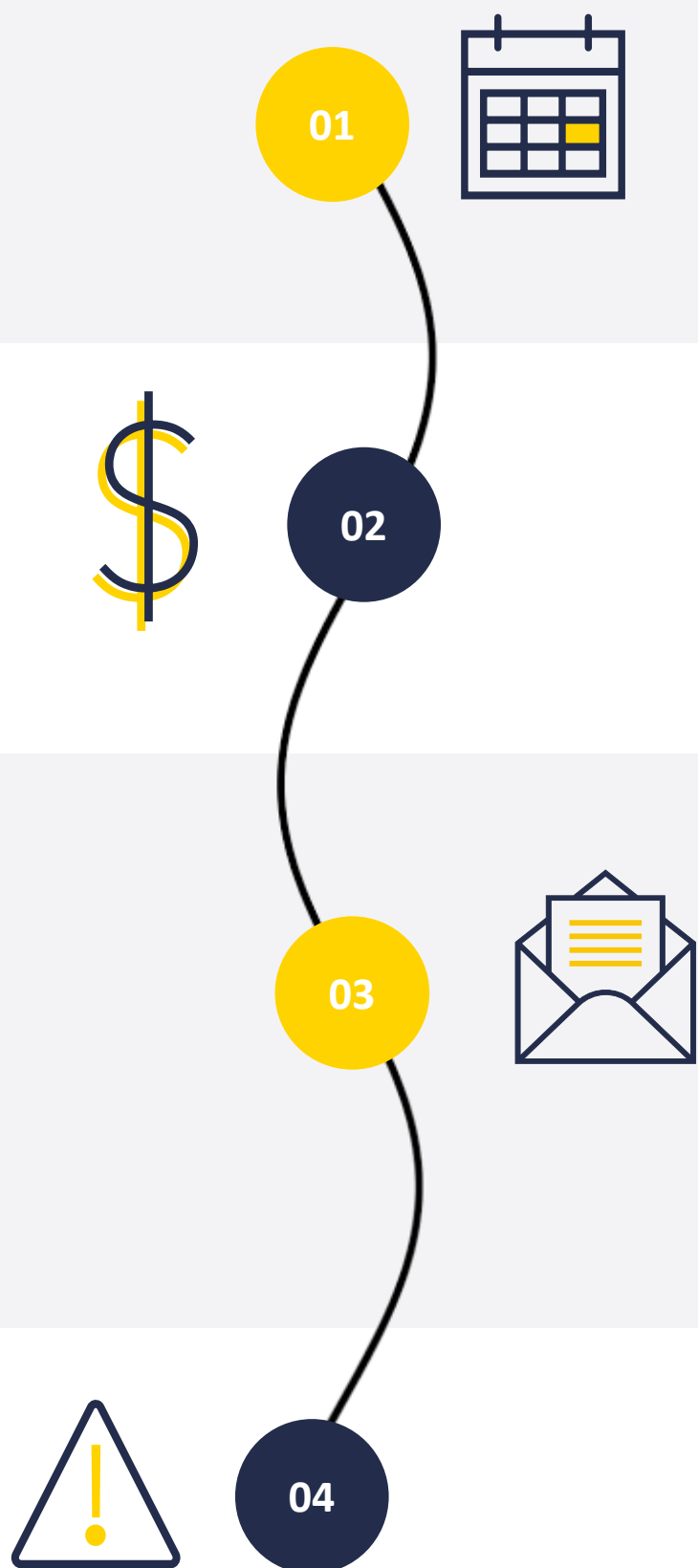


# How to apply for a new Ochre Card\*

\*Working with Children clearance for Northern Territory (NT)



## Initiate application

The employee/candidate initiates a new application with [SAFE NT](#) and emails confirmation to Recruitment - [talentacquisition@flinders.edu.au](mailto:talentacquisition@flinders.edu.au).

This should be completed as soon as possible to comply with the [Flinders University Child Safe Environment Policy](#).

## Fee reimbursement

The employee\* will submit a [Service One](#) request to seek reimbursement of the fee associated with the new Ochre card for their prescribed position.

\*Once the candidate commences work, they have access to Service One, as they are now an employee.

## Application outcome

There is no exact timeframe for an application to be processed, this is dependent on a number of factors and beyond the control of Flinders University. In some instances, it may be weeks and in others, it can take months. Therefore, it is important to progress the process as soon as possible.

The relevant team from People and Culture will register the clearance in your Workday profile once you send them a copy of the new Ochre Card.

## Clearance Follow-up

If a new clearance is not issued by SAFE NT before the start date in the new position, the start date may need to be deferred. This will be managed between the recruitment team and the manager if this was to be the case.



**With a new clearance, the employee/candidate can commence work in the prescribed position.**