initials:

Working with Children Check

commission for children and young people and child guardian

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Valid for lodgement until 30 June 2010

Paid employee blue card application form

The *Commission for Children and Young People and Child Guardian Act 2000* requires people seeking to work with children under 18 years of age in certain categories of regulated employment to obtain a blue card.

How to fill out this application form

To avoid delays in processing this application please print clearly using BLOCK LETTERS and ensure:

- the employer completes **Parts A, D and E**
- **Part B** is completed
- the paid employee completes **Part C**
- you indicate with a tick where required.

OFFICIAL USE ONLY
A/C Code: BCD
Date:
Receipt number/initials:

Note: It is an offence for a paid employee to provide false or misleading information to the Commission or to sign an application for a blue card if they are a disqualified person# (see page 4).

PART A Employer's Details (this section must be completed by the employer)

1 Name of employer/organisation
Surf Life Saving Queensland

Organisation ID number
(please insert the Commission's reference number for your organisation if known)

2 Postal address of employer/organisation
PO Box 3747
South Brisbane
QLD Postcode 4101

3 Contact person
John Brennan

4 Contact person's position
Acting Chief Executive Officer

5 Phone 07 3846 8000
Email jbrennan@lifesaving.com.au
Fax 07 3846 8008

6 Type of child-related employment for which a blue card is sought (please tick appropriate box)

- [ ] residential facilities
- [ ] schools (other than registered teachers)
- [ ] school boarding houses
- [ ] child care
- [x] churches, clubs and associations
- [ ] health, counselling and support services
- [ ] private teaching, coaching or tutoring
- [ ] education programs outside of school
- [ ] child accommodation including homestays
- [ ] religious representatives
- [ ] sport and active recreation
- [ ] emergency services cadet program
- [ ] school crossing supervisors
- [ ] licensed care service

PART B Payment Options (this section must be completed). **Please note the application fee is GST exempt (under division 81), non refundable and subject to change.**

Please select one of the following payment methods:

- [ ] Cash *(over the counter transaction only)*
- [ ] Credit Card *Complete details below*
- [ ] Cheque
- [ ] Money Order

Cheque/money order payable to:
Commission for Children and Young People and Child Guardian
ABN 51639217791

Name of credit card holder _____ Number _____

Please charge $61.85 to: [ ] Mastercard [ ] Visa

Cardholder's signature _____ Expiry Date __ / __

Applicant's Name _____

PART C Paid Employee's Details

(this section must be completed by the paid employee)

7 Have you ever applied for or held a blue card?

☐ Yes ☐ No

Blue card No. (if known) _____

8 Your title Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Other _____

9 Name you presently use

Family Name _____

First Name _____

Middle Name _____

I do not have a middle name (please tick) ☐

10 Do you currently use an abbreviation/nickname/alias for your first name? *eg. Elizabeth abbreviation Betty*

Name/s _____

11 Have you been known by any other name/s? eg. name at birth, maiden name, name before marriage, married name, alias, change by certificate/deedpoll, changed the order of your name

Note: It does not matter how long ago you changed your name or how long you used another name for.

(Please tick) No ☐ Go to question 12

Yes ☐ ▶ give details below:

If you require more space, please tick this box ☐ and attach a separate list

Family Name _____

First Name _____

Middle Name _____

Reason for change _____

12 Gender

☐ Male ☐ Female ☐ Indeterminate

13 Date of birth ___ / ___ / ___

DAY MONTH YEAR

14 Place of birth

Town/city _____

State _____

Country _____

15 Current postal address

(**Note:** your postal address must be in Australia)

_____

_____

Postcode

16 Current residential address

☐ Please tick if same as postal address

_____

_____

Postcode

17 Your telephone numbers

Daytime _____

Mobile _____

18 Do you identify as? (please tick)

☐ Aboriginal ☐ Torres Strait Islander

☐ Aboriginal and Torres Strait Islander

☐ Australian South Sea Islander

19 What language do you mainly speak at home?

_____

20 Paid employee's declaration

I declare:

- I am the applicant named in this form and have not omitted any names or aliases that I use or have used in the past;
- The information and identification documents provided by me for this application are true and correct and I understand it is an offence to provide false or misleading information;
- I have read the contents of this form including the information on page 4;
- I consent to the Commission obtaining any information from any police, court, prosecuting authority or other authorised agency and for the police, courts, prosecuting authority or other authorised agency to disclose any information, for the purposes of assessing my eligibility to work with children including ongoing checks while my application/blue card remains current;
- I understand that the information obtained includes but is not limited to details of convictions^ and pending or non conviction charges* or information on the circumstances relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred;
- I am proposing to start or continue in regulated employment and am not entitled to an exemption;
- I am aware of my blue card obligations as a blue card applicant/card holder;
- I am not a disqualified person#; and
- I consent to the Commission publishing/providing confirmation on whether or not my blue card is valid.

Do not sign outside the box as your signature will be scanned onto your card.

Date of signature ___ / ___ / ___

DAY MONTH YEAR

Applicant's Name _____

PART D Proof of Identity Declaration

(this section must be completed by the employer)

The employer is responsible for sighting the paid employee's identification documents.

However, in limited circumstances (where the paid employee resides more than 50km from the employer's business address or has a disability that affects his or her mobility), this responsibility can be exercised by a prescribed person.

A prescribed person is a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer.

Irrespective of whether or not the employer can sight the identification documents, they must complete Part E.

Where the employer is **unable** to sight the identification documents, a prescribed person must sight them and complete **Parts D and F**.

Identification requirements

The paid employee must produce two original identification documents to confirm their identity. Together the documents must show:

- full name
- date of birth
- signature

The employer must certify in **Part E** that the details provided on the application form are the same as those appearing on the documents sighted.

One of the following combinations must be used:

EITHER

List 1 + **List 2**

One original document from List 1 and one original document from List 2 which together show the paid employee's **full name, date of birth and signature.**

OR

List 1 + **List 1**

Two original documents from List 1 which together show the paid employee's **full name, date of birth and signature.**

Note: All identification documents sighted must be originals (photocopies are not acceptable).

Where any document is in a former name, an original official document (eg. marriage certificate or change of name certificate) showing the change of name must be sighted.

Note: If you cannot provide an identification document from either List 1 or List 2 please contact the Commission on **3211 6999 or 1800 113 611.**

If possible, please attach a photocopy of documents sighted to this application form for verification purposes.

Please indicate which identification documents have been sighted by placing a ☑ in the box.

21 LIST 1

Signature Document

☐ Current driver licence/learner's permit/ proof of age card (with photo)

Document No: _____

Issued in the state of: _____

☐ Current passport (with photo)

Passport No: _____

Non-Signature Document

☐ Birth certificate (or extract)

Reference No: _____

☐ Australian citizenship certificate or current document evidencing permanent Australian residency status

Reference No: _____

22 LIST 2

Signature Document

☐ Current Pension Concession Card/Dept of Veterans' Affairs Entitlement Card/Senior's Health Card /Health Care Card/any other current financial entitlement card issued by Centrelink.

☐ Current Credit Card or account card from a bank/building society/credit union (with name and signature)

☐ Current Positive Notice Blue Card (issued by the Commission)

☐ Current student identification card issued by a tertiary education institution or school (with photo and signature)

☐ Current Qld Gaming Machine Licence

☐ Current Qld Licence issued under the Weapons Act

Non-Signature Document

☐ Current Medicare card

☐ Current Qld crowd controller/private investigator/security officer licence

☐ Passbook or account statement issued by a bank/building society/credit union dated in the last 6 months

☐ Australian taxation assessment notice dated in the last 6 months

The employer must complete **Part E**.

Where the employer is **unable** to sight the identification documents, a prescribed person must sight them and complete **Parts D and F.**

Applicant's Name _____

PART E Declaration by Employer
(to be completed by the employer)

It is an offence to provide false or misleading information to the Commission.

I declare that:

- I am authorised to submit this application on behalf of the organisation; and
- the paid employee is proposing to start or continue in regulated employment and an exemption does not apply; and
- I have warned the paid employee that is an offence for a disqualified person to sign a blue card application; and
- I have either:
  - checked the details provided in this form and confirm they match those on the identification documents sighted

OR

  - not checked the identification documents because:
    - the paid employee's usual residence is more than 50 km from the business address, or
    - the paid employee has a disability affecting his or her mobility.

Note: It is an offence not to warn the paid employee that it is an offence for a disqualified person to sign a blue card application.

Full Name

Signature

Position

Date / /
DAY MONTH YEAR

PART F Declaration by Prescribed Person
(to be completed by a prescribed person)

I declare I have checked the details provided in this form and confirm they match those on the identification documents sighted.

Note: It is an offence to provide false or misleading information to the Commission.

I am a:

- ☐ Justice of the Peace
- ☐ Commissioner for Declarations
- ☐ Lawyer
- ☐ Police Officer

Stamp or Registration No. (if applicable)

Signature

Full Name

Date / /
DAY MONTH YEAR

Privacy notice

The *Commission for Children and Young People and Child Guardian Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue card.

Information will be provided to Queensland Police, and may be provided to interstate or federal police, courts, prosecuting authorities or other authorised agencies to conduct criminal history checks. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.

Personal information will only be provided to other persons or agencies where required by law.

Important information

You can withdraw your consent to screening at any time before a decision is made.

#Disqualified people

It is an offence for a disqualified person to sign a blue card application form.

A disqualified person is someone who:

- has been convicted^ of a disqualifying offence. This may include a child-related sex or pornography offence or the murder of a child (irrespective of the penalty and regardless of when and where it occurred);

OR

- is the subject of:
  - reporting obligations under the *Child Protection (Offender Reporting) Act 2004*
  - an offender prohibition order under the *Child Protection (Offender Prohibition Order) Act 2008*, or
  - a disqualification order issued by a court prohibiting them from applying for or holding a blue card.

A disqualified person can apply to the Commission to be declared eligible to apply for a blue card in certain limited circumstances.

*Non conviction charge means, whether a person was charged as an adult or a child, a charge: that has been withdrawn; that has been the subject of a nolle prosequi, a no true bill or a submission of no evidence to offer, that led to a conviction that was quashed on appeal, or upon which a person was acquitted or disposed of by a court otherwise than by way of conviction.

^Conviction/convicted means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred.

For more about blue card information and obligations go to www.bluecard.qld.gov.au

Commission for Children and Young People and Child Guardian

Address:
Level 17, 53 Albert Street
Brisbane Qld 4000

Postal:
PO Box 12671
Brisbane George Street Qld 4003

Phone: 07 3211 6999 or Freecall: 1800 113 611
Fax: 07 3035 5910
www.bluecard.qld.gov.au

Applicant's Name

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