



									initials:
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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)

<p>1 Name of employer/organisation</p> <input type="text"/> Organisation ID number (please insert the Commission's reference number for your organisation if known) <input type="text"/>	<p>6 Type of child-related employment for which a blue card is sought (please tick appropriate box)</p> <input type="checkbox"/> residential facilities <input type="checkbox"/> schools (other than registered teachers) <input type="checkbox"/> school boarding houses <input type="checkbox"/> child care <input type="checkbox"/> churches, clubs and associations <input type="checkbox"/> health, counselling and support services <input type="checkbox"/> private teaching, coaching or tutoring <input type="checkbox"/> education programs outside of school <input type="checkbox"/> child accommodation including homestays <input type="checkbox"/> religious representatives <input type="checkbox"/> sport and active recreation <input type="checkbox"/> emergency services cadet program <input type="checkbox"/> school crossing supervisors <input type="checkbox"/> licensed care service
<p>2 Postal address of employer/organisation</p> <input type="text"/> <input type="text"/> <input type="text"/> Postcode:	
<p>3 Contact person</p> <input type="text"/>	
<p>4 Contact person's position</p> <input type="text"/>	
<p>5 Phone <input type="text"/> Email <input type="text"/> Fax <input type="text"/></p>	

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. For the current prescribed fee please see schedule of fees.

Please select one of the following payment methods:

<input type="checkbox"/> Cash (over the counter transaction only)	<input type="checkbox"/> Cheque	Cheque/money order payable to: Commission for Children and Young People and Child Guardian ABN 51639217791
<input type="checkbox"/> Credit Card Complete details below	<input type="checkbox"/> Money Order	

Name of credit card holder Number

Please charge the prescribed blue card fee 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 ever been known by any other name/s?
 This includes:

- name at birth
- change following divorce
- maiden name
- change the order of your name (eg. known by middle name)
- married name
- alias
- change by certificate/deed poll
- different first/middle name (eg. different abbreviations)

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 Are you Male Female

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)

16 If you have lived at a different address in the last 5 years, please provide details on a separate sheet of paper and tick this box

17 Your telephone numbers
 Daytime
 After hours
 Mobile

18 Do you identify as? (please tick)
 Aboriginal Torres Strait Islander
 Aboriginal and Torres Strait Islander
 Australian South Sea Islander
 Other (specify)

19 What language do you mainly speak at home?
 English Other (specify)

20 Are you, or have you ever been, any of the following in Queensland (please tick the appropriate box/es):

- registered teacher
- carer approved by Dept of Child Safety
- registered health practitioner
- registered or enrolled nurse or midwife
- licensee of a child care service
- director or nominee of a care service licensed by the Department of Child Safety
- director of a school's governing body

21 Paid employee's declaration
Note: It is an offence for a disqualified person to sign a blue card application.
 I declare:

- the information and identification documents provided for this application are true and correct;
- that I am proposing to undertake regulated employment and am not entitled to an exemption;
- I am aware of my obligations as a blue card applicant/card holder;
- that I am not a disqualified person# (see page 4);
- I consent to the Commission obtaining information from police, courts, prosecuting authorities and other bodies under Part 6 and to 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

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 50kms 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 **3247 5145 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.

22 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:

23 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 undertake regulated employment and an exemption does not apply; and
- I have warned the paid employee that it is an offence for a disqualified person to sign a blue card application.

Please tick appropriate box

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

OR

I am unable to sight the identification documents because:

- the paid employee's usual residence is more than 50kms 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

Important information

The use of information associated with the blue card process is covered by the confidentiality provisions of the *Commission for Children and Young People and Child Guardian Act 2000* and the Commission's Privacy Policy available on our website.

By submitting this form the Commission is authorised to:

- seek information from the Queensland Police Service and other Police Services in Australia for any details of charges, convictions (including findings of guilt or pleas of guilt, whether or not a conviction was recorded) and certain investigative information, or
- seek information from relevant disciplinary bodies to obtain certain disciplinary information
- seek additional information from courts, police and prosecuting authorities
- notify authorised agencies of the outcome of your application in certain circumstances
- refer information to Queensland Police Service to monitor changes in police information and blue card compliance, and
- provide information on valid blue card numbers.

An applicant can withdraw their consent to screening at any time before a decision is made about their application.

Certain obligations apply to blue card applicants or card holders and employers. For more information see www.bluecard.qld.gov.au

Disqualified people

It is an offence for a disqualified person to sign a blue card application consenting to employment screening.

A disqualified person:

- has been convicted of a disqualifying offence (eg. a child-related sex or pornography offence or child murder), 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*
 - a disqualification order issued by a court prohibiting the person from applying for, or holding a blue card.

A disqualified person can apply to the Commission for an eligibility declaration. In limited circumstances they may be declared eligible to apply for a blue card.

For more information about disqualified people, including a full list of disqualifying offences, or for an application form, go to www.bluecard.qld.gov.au

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