initials:

Working with Children Check

commission for children and young people and child guardian

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Student blue card application form

The *Commission for Children and Young People and Child Guardian Act 2000* requires students* 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 organisation/volunteer co-ordinator completes **Parts A, C and D**
- the volunteer completes **Part B**
- you indicate with a tick where required.

Applications for volunteer students are processed free of charge.

Volunteers must hold a valid blue card before they commence child-related employment regulated by the Act.

Note: It is an offence for a student 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).

* a student enrolled in a course of study with a tertiary education provider (eg. University or registered training provider).

PART A Organisation's Details (this section must be completed by the organisation/education provider)

1 Name of organisation/education provider

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

2 Postal address of organisation/education provider

Postcode:

3 Contact person

4 Contact person's position

5 Phone

Email

Fax

Additional Information
The word "organisation" is taken to mean "employer" for the purposes of complying with the Act.

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°
- 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:

- student working at the licensed care service
- student working for a business providing services at a licensed care service

Note: Exemptions apply in certain circumstances, eg. a parent is exempt if they provide services:

* at the school their child attends

° at a centre where their child regularly receives child care

◆within a church, club or association which are the same or similar to those received by their child

◖ as part of sport or active recreation involving their child

The organisation is responsible for declaring that the volunteer is not exempt (see Part D).

Applicant's Name

PART B Volunteer's Details

(this section must be completed by the volunteer)

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 (name before marriage)
- 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)

☐

☐

Postcode ☐

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 Volunteer'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

Applicant's Name ☐

CCYPCG 05-148 APR08 v1.1

PART C Proof of Identity Declaration

(this section must be completed by the organisation/education provider)

The organisation/education provider is responsible for sighting the volunteer's identification documents.

However, in limited circumstances (where the volunteer resides more than 50kms from the education provider's business address or a place used by the education provider for conducting courses, 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 organisation/education provider can sight the identification documents, they must complete Part D.

Where the organisation/education provider is **unable** to sight the identification documents, a prescribed person must sight them and complete **Parts C and E**.

Identification requirements

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

- full name
- date of birth
- signature

The organisation/education provider must certify in **Part D** 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 volunteer's **full name, date of birth and signature.**

OR

List 1 + **List 1**

Two original documents from List 1 which together show the volunteer'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

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 organisation/education provider must complete **Part D**.

Where the organisation/education provider is **unable** to sight the identification documents, a prescribed person must sight them and complete **Parts C and E.**

Applicant's Name _____

PART D Declaration by Organisation/ Education Provider

(to be completed by the organisation/ education provider

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 volunteer is proposing to undertake regulated employment and an exemption does not apply; and
- I have warned the volunteer that 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 volunteer's usual residence is more than 50kms from the business address, or
- the volunteer has a disability affecting his or her mobility.

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

Full Name

Signature

Position

Date / /
DAY MONTH YEAR

PART E 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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Applicant's Name