



Blue card application

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by paid employees, volunteers and students proposing to start or continue in child-related employment.

Important Notice
If you are eligible to apply for a blue card (please see **disqualified person**[#] definition on page 4), continue to complete this application. If you are not eligible, **do not** complete this form and complete an Eligibility Declaration form instead.

Part A – Child-related activity details
(to be completed by the organisation)

Please select the type of child-related employment for which a blue card is required:

Paid employee (*payment details required in Part G*)

Volunteer (*no payment required*)

Student (*no payment required*)

Part B – Organisation details
(to be completed by the organisation)

1 Name of organisation
Return Serve

2 Organisation ID number (if known)

3 Postal address of organisation
PO Box 245
Moorooka Postcode 4105

4 Contact person's name
Kim Rollason-Nokes

5 Contact person's position
Program Coordinator

6 Telephone

7 Email
kim@returnserve.net

Part C – Category of child-related activity
(to be completed by the organisation)

Information about categories of child-related employment and whether any exemptions apply is available from www.bluecard.qld.gov.au.

Please select the type of child-related activity to which the employment relates:

Child accommodation services including home stays

Child care (including education and care)

Churches, clubs and associations

Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006*)

Health, counselling and support services (including disability services)

Licensed care services

Local Government

Paid private teaching, coaching or tutoring

Religious representatives

Residential facilities

School boarding houses

School crossing supervisors

Schools (other than registered teachers and parents)

Sport and active recreation

OFFICIAL USE ONLY

Receipt number: _____ Date: _____ initials: _____



Applicant's Name _____

Part D – Applicant’s details (to be completed by the applicant)

1 Your title Mr Mrs Miss Ms
Other

2 Full legal name
Family name
 First name
 Middle name
 I do not have a middle name (please tick)

3 Have you been known by any other name/s?
eg. birth name, name before marriage, married name, alias, adoption, changed the order of your name, change by certificate, etc.
Note: It does not matter how long ago you changed your name or how long you used another name for.
 No Yes give details below:
Family name
 First name
 Middle name
 If you require more space, please tick this box and attach a separate list.

4 Gender Male Female

5 Date of birth

6 Place of birth
 Town/City
 State/Territory
 Country

7 Current postal address
Note: your postal address must be in Australia

 Postcode

8 Current residential address
 Please tick if same as postal address

 Postcode

9 Your telephone number
 Daytime
 Mobile

10 Email

11 Do you identify as? (if applicable)
 Aboriginal Torres Strait Islander
 Aboriginal and Torres Strait Islander
 Australian South Sea Islander

12 Please record your previous blue/exemption card number (if known):
 /

13 Please tick the relevant box below if you are or have ever been a:
 Health practitioner
 Teacher
 Foster or kinship carer
 Operator/supervisor/carer of a child care or education service

14 Applicant’s declaration

I declare that:

- I have read the information on page 4 and I am not disqualified from applying for a blue card*;
- 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 a false or misleading statement or document;
- I consent to information from any police, court, prosecuting authority or other authorised agency being obtained 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 understand my organisation will be advised whether or not I have a current application for, or hold a current blue/exemption card; the outcome of this application which may include whether my application is withdrawn, or a negative notice issued, or if my blue/exemption card is subsequently suspended or cancelled;
- I am proposing to start or continue in regulated employment and am not entitled to an exemption;
- I understand and will comply with my blue card obligations as a blue card applicant/cardholder; and
- I consent to confirmation of the validity of my blue card being published or provided.

Sign inside the box.
Please do not touch or go outside the lines.



Date of signature

Applicant’s Name

Part E – Proof of identity (to be completed by the organisation)

The organisation must check **two current, original** identification documents from the applicant which collectively show the **applicant's full name, date of birth and signature**. The applicant's details on their identification documents must match the details provided in Part D.

One of the following combinations must be used: **EITHER**

List 1 + **List 1** (one must show a signature)

OR

List 1 + **List 2** (one must show a signature)

If one of the valid identification combinations above cannot be provided, complete and attach a *'Request to consider alternative identification'* form.

If the applicant resides more than 50km from the organisation or has a disability which affects their mobility, complete and submit an *'Identification verification by a prescribed person'* form.

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

LIST 1 SIGNATURE DOCUMENT

Driver licence/learner permit/proof of age card
Document No:
Issued in the state of:

Passport

NON-SIGNATURE DOCUMENT

Birth certificate (or extract)
 Proof of Australian citizenship or permanent residency

LIST 2 SIGNATURE DOCUMENT

Pension Concession card/Department of Veterans' Affairs Entitlement card/Seniors Health card/Health care card/any other current financial entitlement card issued by Department of Human Services.
 Credit card or bank card
 Positive Notice Blue or Exemption card
 Student identification card issued by an education institution (with photo and signature)
 Queensland Gaming Machine Licence

NON-SIGNATURE DOCUMENT

Medicare card
 Queensland crowd controller/private investigator/security officer licence
 Passbook or account statement issued by a financial institution dated in the last 6 months
 Australian taxation assessment notice dated in the last 6 months
 Queensland Licence issued under the *Weapons Act 1990*

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

Part F – Organisation declaration (to be completed by the organisation)

IMPORTANT NOTE: This section must be completed by the organisation's representative irrespective of whether or not the organisation can sight the identification above.

I declare that:

- I understand that it is an offence to provide a false or misleading statement or document;
- I am authorised to submit this application on behalf of the organisation;
- the applicant is proposing to start or continue in regulated employment and an exemption does not apply;
- I have warned the applicant that it is an offence for a disqualified person to sign a blue card application (see page 4)[#]; and
- I have either:
 - checked the details provided in this form and confirmed they match those on the identification documents sighted; or
 - delegated this responsibility to a prescribed person and have attached the *'Identification verification by a prescribed person'* form.

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

Signature
 Date of signature

Name of organisation's representative

Position of organisation's representative

Applicant's Name

Part G – Payment options for PAID employees only

The application fee is GST exempt (under division 81), non-refundable and subject to change.

Please select one of the following payment methods:

- Cash or EFTPOS (over the counter transaction only)
 Cheque/Money order—made payable to Blue Card Services (ABN 60 789 586 626)
 Credit card (complete details below)

Please charge \$78.65 to: Mastercard Visa

Number Expiry date /

Name of credit cardholder

Credit cardholder's signature

Blue card applicant name (if not credit cardholder)

Receipt details:

Postal address for receipt (must be completed if the receipt is to be sent to someone other than the applicant)

Postcode

Email address for receipt

Privacy notice

The *Working with Children (Risk Management and Screening) 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 police, courts, prosecuting authorities or other authorised agencies as part of the screening process. 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 with your permission or where required by law.

Important information

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

#Disqualified person

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, which includes having sex with a child (irrespective of the type of relationship e.g. teenage boyfriend/girlfriend, unlawful carnal knowledge) or other child-related sex or pornography offences 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*; or
 - 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; or
 - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*.


*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.


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


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


Blue Card Services, Public Safety Business Agency

 PO Box 12671, Brisbane George Street QLD 4003

 53 Albert Street, Brisbane QLD 4000

 07 3211 6999 or 1800 113 611

 07 3035 5910

 www.bluecard.qld.gov.au