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initials:



commission for
children and young people
and child guardian

Volunteer blue card application form



Valid for lodgement
until 30 June 2012

This form is to be completed by volunteers
proposing to start or continue in child
related employment.



PART A Application Details (to be completed by the applicant)

1 Does this application relate to a:

New applicant

Renewal (applied for, or held a blue/exemption card)

2 Please record the blue/exemption card number (if known):

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PART B Organisation's details (this section must be completed by the organisation/volunteer co-ordinator)

1 Name of organisation

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

2 Postal address of organisation

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^o

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

volunteer of a licensed care service

volunteer working for a business providing
services at a licensed care service

local government

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

* at the school their child attends

^o 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

From 1 July 2010, police officers and registered teachers do not
require a blue card and should apply for an exemption card.

Applicant's Name

PART C Volunteer's details

(this section must be completed by the volunteer)

1 Your title Mr Mrs Miss Ms
Other

2 Name you presently use

Family Name

First Name

Middle Name

I do not have a middle name (please tick)

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

Name/s

4 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, adoption, 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 5

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

5 Gender

Male Female

6 Date of birth

/ /
DAY MONTH YEAR

7 Place of birth

Town/city

State

Country

8 Current postal address

(Note: your postal address must be in Australia)

Postcode

9 Current residential address

Please tick if same as postal address

Postcode

10 Your telephone numbers

Daytime

Mobile

11 Do you identify as? (if applicable)

Aboriginal Torres Strait Islander

Aboriginal and Torres Strait Islander

Australian South Sea Islander

12 What language do you mainly speak at home?

13 Volunteer'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/cardholder;
- I am not a disqualified person# (page 4); and
- I consent to the Commission publishing/providing confirmation on whether or not my blue card is valid.

Sign inside the box without touching, or going outside the lines.

Date of signature

/ /
DAY MONTH YEAR

Applicant's Name

PART D Proof of identity declaration

(this section must be completed by the organisation/volunteer co-ordinator)

The organisation/volunteer co-ordinator is responsible for sighting the volunteer's identification documents.

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/volunteer co-ordinator 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 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.**

Where the volunteer resides more than 50km from the organisation's business address or has a disability that affects his or her mobility, a prescribed person can sight their identification. If this applies, please complete the 'Identification verification by a prescribed person' form and submit it with this application.

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

Irrespective of whether or not the organisation/volunteer co-ordinator can sight the identification documents, they must complete Part E.

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 **07 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.

1 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:

- Proof of Australian citizenship or permanent residency

Reference No:

2 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

Applicant's Name

**PART E Declaration by organisation/
volunteer co-ordinator**
(to be completed by the organisation/
volunteer co-ordinator)

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 start or continue in regulated employment and an exemption does not apply; and
- I have warned the volunteer that it 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 confirmed they match those on the identification documents sighted;

OR

- delegated this responsibility to a prescribed person because the blue card holder/applicant resides more than 50km from the employer/organisation's business address or has a disability that affects his or her mobility 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.

Full Name

Signature

Position

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 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 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*
 - a disqualification order issued by a court prohibiting them from applying for or holding a blue card
 - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*.

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

Please return in-person to:

Belinda Borowik
Director, Corporate Services
Commission for Children and Young People
and Child Guardian
Level 20, 53 Albert St
Brisbane CBD QLD 4000

Where hand-delivery is not possible, please return to:

Belinda Borowik
Director, Corporate Services
Commission for Children and Young People
and Child Guardian
PO Box 15217
Brisbane City East QLD 4002

Applicant's Name