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QUEENSLAND

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Date:

initials:



commission for
children and young people
and child guardian

Exemption card application form

This form is to be completed by Queensland Registered Teachers and Queensland Police Officers proposing to start or continue in child-related employment.



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

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

- Volunteer Paid employee (complete Part B) Student

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

- Child accommodation 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

- 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

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

*Teachers registered with the Queensland College of Teachers do not require an exemption card when teaching at a school or boarding school. They may require an exemption card when providing other child-related services and will need to apply through the organisation where they are undertaking this work, e.g. participating in a homestay or reading program or supervising after hours school care.

Applicant's Name

PART B Applicant details (to be completed by the applicant)

1 Are you one of the following?
 Registered Teacher
 Police Officer
Please record your Teacher Registration/Police ID no.

2 Your title Mr Mrs Miss Ms
Other

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

4 Please list any alternate current or previous names eg. maiden name, name before marriage, married name, alias, change by certificate, adoption.
Note: It does not matter how long ago you changed your name or how long you used another name for.

5 Gender Male Female

6 Date of birth
DAY MONTH YEAR

7 Place of birth
Town/City
State/Territory
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 number
Daytime
Mobile

11 Email

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

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

14 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

15 Applicant's declaration
I declare that:

- 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 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/exemption 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 a registered teacher or police officer 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 an exemption card applicant/ cardholder; and
- I consent to the Commission publishing/providing confirmation on whether or not my exemption card is valid.

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



Date of signature
DAY MONTH YEAR

PART C Organisation details (to be completed by the organisation)**1** Name of organisation**4** Contact person's name**2** Organisation ID number (if known)**5** Contact person's position**3** Postal address of organisation**6** Telephone

Postcode

7 Email**PART D Proof of identity** (to be completed by the organisation)

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

One of the following combinations must be used: EITHER List 1 + List 1 OR List 1 + List 2

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/Senior's Health card/Health care card/any other current financial entitlement card issued by Centrelink. Credit card or bank card Blue or Exemption card (issued by the Commission) 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*

Please attach a photocopy of the documents sighted to this application form for verification purposes.

PART E Organisation declaration (to be completed by the organisation)

IMPORTANT NOTICE: This section must be completed by the organisation irrespective of whether or not the organisation can sight the identification documents (see page 4)**

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;
- the applicant is proposing to start or continue in regulated employment and an exemption does not apply; 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'. (see page 4)**

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

Full name

Position

Date

DAY

MONTH

YEAR

Applicant's Name

****NOTE: An 'Identification verification by prescribed person' form is to be completed and submitted with this application if the applicant resides more than 50km from the organisation or has a disability which affects their mobility.**

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 an exemption 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.

A registered teacher means a person registered as a teacher under the *Education (Queensland College of Teachers) Act 2005*.

A police officer means a person engaged by the Queensland Police Service as a police officer under the *Police Service Administration Act 1990*.

After you have submitted an application for an exemption card, the Commission will either forward your application details to the Queensland College of Teachers or the Queensland Police Service, where appropriate.

The Commission will seek confirmation of your status as a registered teacher or police officer from the relevant agency and request information regarding whether the Commission may need to undertake further employment screening in relation to your application.

If you have indicated that you are a registered teacher:

The Queensland College of Teachers may only advise that there is a need to undertake further employment screening where the Queensland College of Teachers is aware of any police information in relation to you.

If you have indicated that you are a police officer:

The Queensland Police Service may only advise that there is a need to undertake further employment screening about a police officer where the Queensland Police Service is aware that the applicant has been charged with an offence and the charge has not been finally dealt with.

No personal information about the specifics of a person's criminal history will be provided to the Commission as part of this information exchange.

*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

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