commission for children and young people and child guardian

Working with Children Check Queensland

Authorisation to confirm a valid card/application

This form is to be completed by blue/exemption card applicants/cardholders who have lodged an application or obtained a card through another organisation and are providing child-related services with a new organisation. Upon lodgement of this form, the Commission will notify the authorised organisation/person of the applicant's/cardholder's current status and record the new organisation as a new employer who will receive ongoing notifications of any relevant matters.

Valid for lodgement until 30 June 2013

PART A Cardholder/applicant's personal details

Family name

First name/s

Middle name/s

Date of birth DAY MONTH YEAR

Place of birth

Current postal address

Postcode

Daytime contact no.

Mobile

Email

Blue card number

Blue card expiry date

Type of child-related business: (select the category from the list on page 2).

Is your work with the organisation in Part B:

☐ Paid ☐ Volunteer ☐ Student

PART B Authorised person's details

Name of organisation

University of Southern Queensland

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

Name of authorised person

Denis Hartigan

Position

Administration Coordinator

Postal address

Faculty of Education, University of Southern Queensland

TOOWOOMBA Postcode 4350

Daytime contact no. 07 4631 2106

Mobile n/a

Fax n/a

Email denis.hartigan@usq.edu.au

PART C Cardholder/applicant's consent

I consent to the following information being provided to the authorised person nominated on this form:

- whether I have made an application for a blue card or exemption card which is currently being processed;
- whether my application has been or is subsequently withdrawn;
- whether I hold a current blue card or exemption card;
- whether I have been issued with a negative notice/negative exemption notice;
- whether my card has been or is subsequently suspended;
- relevant information about any change in my police information which the Commissioner considers relevant to my child-related employment as provided for in the *Commission for Children and Young People and Child Guardian Act 2000* ('the Act');
- notification of the final outcome of any assessment or reassessment of my application.

Note: making a misleading statement or providing a false document may attract a penalty under the Act.

Full name

Signature

Date DAY MONTH YEAR

PART D Organisation/employer declaration

(to be completed by an authorised representative)

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 employer/organisation; and
- the card holder/applicant is proposing to start or continue in regulated employment or provide regulated services or activities; and
- an exemption does not apply; and
- I have either:
  - checked the details provided in this form and confirm they match those on the identification documents sighted;* **OR**
  - delegated this responsibility to a prescribed person because the card holder/applicant resides more than 50km from the employer/organisation's business address or has a disability that affects his or her mobility.

Note: If the sighting of the documents was delegated to a prescribed person, please attach the *Identification verification by a prescribed person* form to this form.

Full name

Signature

Position

Date DAY MONTH YEAR

* The identification documents sighted must show the applicant's full name, date of birth and signature and should match the details provided on their blue card or exemption card.

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Part F Child-related activity details

What category of child-related activities is your employment (please tick)?

- [ ] Residential facility
- [x] Schools (employees other than teachers and parents)
- [ ] School boarding house
- [ ] Church, club or association
- [ ] Health, counselling and support services
- [ ] Private teaching, coaching and tutoring
- [ ] Education programs outside of school (under sections 286(2), 291, 304 and 182 or 183 of the *Education (General Provisions) Act 2006*)
- [ ] Child accommodation/homestay
- [ ] Religious representative
- [ ] Sport and active recreation
- [ ] Emergency services cadet program

Licensed care service

- [ ] Employee of a licensed care service
- [ ] Employee working for a business providing services at a licensed care service

Education and care services

- [ ] Staff member/contractor of an education and care service*
- [ ] Certified supervisor (or applicant for a supervisor certificate) of an education and care service*
- [ ] Family day care coordinator

* An education and care service includes a long day care service, family day care service, outside school hours service, kindergarten and pre-prep programs.

Family day care

- [ ] Family day carer/educator
- [ ] Family day care adult resident

Other child care services

- [ ] Staff member of a child care service (other than an education and care service*)
- [ ] Staff member of a commercial child care/ adjunct care service (eg at a gym, hotel, resort, mobile service, shopping centre)
- [ ] Nanny/babysitter

If you are unsure which category to select please access the Commission's website for further information.

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 or 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.

Advice about your card's validity may also be provided through the Commission's online validation process.

Please mail this completed document to:
Employment Screening Services
Commission for Children and Young People and Child Guardian
Address:
Level 17, 53 Albert Street, Brisbane Qld 4000
Postal:
PO Box 12671, Brisbane George Street Qld 4003
Phone: 07 3211 6999 or 1800 113 611
Fax: 07 3035 5910
www.bluecard.qld.gov.au