Working with Children Check
Queensland's blue card system

Valid for lodgement until 30 June 2019

Link an applicant/cardholder to this organisation

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by applicants/cardholders who have applied for, or hold a blue/exemption card to advise they are undertaking child-related activities with a new or additional organisation.

Part A – Cardholder/applicant's details

1 **Family name**
2 First name
3 Middle name
4 Date of birth (D D M M Y Y Y Y)
5 Current postal address
Postcode
6 Telephone
7 Mobile
8 Email
9 Card number *(if known)*

Part B – New child related activity type

Please indicate the type of child-related activity for the new or additional organisation:

- ☐ Volunteer *(no payment required)*
- ☐ Student *(no payment required)*
- ☐ Paid employee *(payment required if currently hold a V card)*

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

1 Name of organisation: University of Southern Queensland - Faculty of HES
2 Organisation ID number *(if known)*: 16039
3 Postal address of organisation: USQ, W Block, West Street
Toowoomba Q Postcode 4350
4 Contact person's name: Michelle Bell
5 Contact person's position: Administrator
6 Telephone: 07 4631 2974
7 Email: placements.compliance@usq.edu.au

Part D – 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 (excluding family day care)
- ☐ Churches, clubs and associations
- ☐ Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006*)
- ☐ Emergency services cadet program
- ☐ Family day care
  - ☐ Carer
  - ☐ Adult Member
- ✔ 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

Queensland Government

Part E – Cardholder/applicant's declaration

I declare that:

- the details provided in this form are true and correct;
- I understand it is an offence to provide a false or misleading statement or document;
- I am proposing to start or continue in regulated employment;
- I am not entitled to an exemption; and
- I understand that I must notify Blue Card Services within 14 days if I change my name, contact details, or my child-related employment ends.

Signature of applicant/cardholder

Full name of applicant/cardholder

Date of signature D D M M Y Y Y Y

Part F – Organisation/employer declaration

I declare that:

- the details provided in this form are true and correct;
- I understand it is an offence to provide a false or misleading statement or document;
- I am authorised to submit this form on behalf of the organisation;
- the blue/exemption card holder/applicant is proposing to start or continue in regulated employment with the organisation listed in Part C;
- an exemption does not apply;
- I have either:
  - checked the name, date of birth and signature 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 '*Confirmation of identity*' form.

Signature of representative

Name of representative

Position of representative

Date of signature D D M M Y Y Y Y

Privacy Notice

The Department of Justice and Attorney-General (DJAG) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000*. Where relevant, DJAG will disclose personal information to organisations you work for or provide services to about whether you have a current application for, or hold a current blue/exemption card; the outcome of this application which may include its withdrawal or negative notice, or if your blue/exemption card is subsequently suspended or cancelled. DJAG publishes confirmation about whether your blue card is valid. DJAG will use and disclose your personal information to assess your application for a blue/exemption card and will disclose your personal information to courts, law enforcement agencies, disciplinary or supervisory bodies or anyone you have agreed for DJAG to discuss your application with. It may also be used to contact you with more information about your application and the Blue Card process. DJAG may use electronic communication for matters of information provision and collection of data for research purposes. DJAG manages your personal information in accordance with the *Information Privacy Act 2009*.

Application lodgement

Applications may be lodged by one of the following methods:

Scan and upload
www.bluecard.qld.gov.au/uploadform

By post
PO Box 12671, Brisbane George Street QLD 4003

In person
53 Albert Street, Brisbane QLD 4000

By fax
07 3035 5910

Part G – Payment options

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

ⓘ **Payment is NOT required for current 'P' or 'E' card holders.**

A **$90.25** fee is required where a volunteer applicant/blue cardholder is proposing to undertake child-related activities in a paid capacity. Upon lodgement and processing of this form, a paid (P) card will be issued (provided there has been no change to eligibility) which can be used for any other child-related activity being provided (paid or unpaid). Please select one of the following payment methods:

☐ **Credit card**—complete payment online at www.bluecard.qld.gov.au

Receipt number _____ Date payment made ☐☐ ☐☐ ☐☐☐☐
D D M M Y Y Y Y

☐ **Cash or EFTPOS** (over the counter transaction only)

☐ **Cheque/Money order**—made payable to Blue Card Services (ABN 60 789 586 626)

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

_____

_____ Postcode

Blue Card Services, Department of Justice and Attorney-General

Scan and upload at www.bluecard.qld.gov.au/uploadform

PO Box 12671, Brisbane George Street QLD 4003

53 Albert Street, Brisbane QLD 4000

07 3211 6999 or 1800 113 611

Fax 07 3035 5910

www.bluecard.qld.gov.au