



Exemption card application

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by Queensland registered teachers and Queensland police officers proposing to start or continue in child-related employment.

E

Valid for lodgement
until 30 June 2016

Part A – Exemption status (to be completed by the applicant)

Please indicate if you are a:

- Registered teacher; or
 Police officer

Record teacher registration/police identification number

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

Please select the type of child-related employment for which an exemption card is required:

- Paid employee
 Volunteer
 Student

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

1 Name of organisation

2 Organisation ID number (if known)

3 Postal address of organisation

Postcode

4 Contact person's name

5 Contact person's position

6 Telephone

7 Email

OFFICIAL USE ONLY

Initials:

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 (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*)
 Emergency Services Cadet Program
 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

*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 E – 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 / /
D D M M Y Y Y Y

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 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/exemption card remains current;
- I understand that the information obtained includes but is not limited to details of convictions^a 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 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 understand and will comply with my blue card obligations as an exemption card applicant/cardholder; and
- I consent to the confirmation of the validity of my blue/exemption card being published or provided.

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

Date of signature / /
D D M M Y Y Y Y

Applicant’s Name

Part F – 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 E.

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:

- Australian Passport (current or expired in the last 2 years)

NON-SIGNATURE DOCUMENT

- Birth certificate (or extract)
- Proof of Australian citizenship or permanent residency
- Overseas Passport (current)
Country of issue:

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 G – 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 documents.

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; 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.

Signature of organisation's representative

Date of signature

Name of organisation's representative

Position of organisation's representative

Applicant's Name

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/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, your application details will be forwarded to the Queensland College of Teachers or the Queensland Police Service, where appropriate.

Confirmation of your status as a registered teacher or police officer will be sought from the relevant agency and whether there is a 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 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 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