



This form is to be completed by organisations seeking to create a link with an applicant/cardholder. Do not use this form to link a business operator, such as a board member, to your organisation.

1. Organisation details

Name of organisation

Organisation ID number (if known)

Physical location

Postal address (if different to physical location)

Suburb

State

Postcode

ABN/ACN (optional)

Telephone

Email (generic organisation email address) (optional)

Website (optional)

2. Contact person details for the organisation

Contact person's name

Contact person's position

Postal address (if different to above)

Suburb

State

Postcode

Telephone (if different to above)

Email

3. Details of the person you are linking

First name

Middle name

Last name

Date of birth

Account number or blue card number (required)

4. Child-related activity details

Is the person a:

Paid employee Volunteer Student

Type of child-related activity:

Information about categories of child-related employment and whether any exemptions apply is available from www.qld.gov.au/bluecard. Please select the type of child-related activity to which the employment relates:

- | | |
|--|--|
| <input type="checkbox"/> Child accommodation services including home stays | <input type="checkbox"/> Health, counselling and support services |
| <input type="checkbox"/> Child care services and similar employment (e.g. au pair, babysitter, nanny or adjunct care providers) | <input type="checkbox"/> Licensed care services |
| <input type="checkbox"/> Churches, clubs and associations | <input type="checkbox"/> Non-State Schools/independent school (other than registered teachers and parents) |
| <input type="checkbox"/> Disability services | <input type="checkbox"/> Paid private teaching, coaching or tutoring |
| Education and care services and similar employment | <input type="checkbox"/> Qld State Schools (e.g. Teacher aides, volunteers) |
| <input type="checkbox"/> Staff member of an education and care or QEC service (e.g. long day care, outside school hours care, kindergarten, occasional care, limited hours care) | <input type="checkbox"/> Religious representatives |
| <input type="checkbox"/> Child care - contractor (e.g. contractor entering a child care premises when child-related services are being conducted) | <input type="checkbox"/> Residential facilities |
| <input type="checkbox"/> Education programs conducted outside school (suspended or excluded students or flexible arrangements under the <i>Education (General Provisions) Act 2006</i>) | <input type="checkbox"/> School boarding houses |
| <input type="checkbox"/> Emergency services cadet program | <input type="checkbox"/> School crossing supervisors |
| <input type="checkbox"/> Family day care | <input type="checkbox"/> Schools, other than EQ staff or volunteers (e.g. P&C, cleaner) |
| <input type="checkbox"/> Educator | <input type="checkbox"/> Sport and active recreation |
| <input type="checkbox"/> Paid assistant | <input type="checkbox"/> Stand-alone care - adult resident |
| <input type="checkbox"/> Adult occupant | |

Address where family day care is being provided:

Address where family day care is being provided:

5. Declaration of organisation representative

I declare:

- I am authorised by my organisation to perform the task of linking an applicant/cardholder to my organisation;
- I have taken reasonable steps to verify the applicant/cardholder's identity;
- the applicant/cardholder is aware a link will be initiated by my organisation;
- the applicant/cardholder is proposing to commence or continue in regulated employment with my organisation;
- I understand that by submitting this link, personal details and blue card outcome information for the applicant/cardholder will be available in my organisation's portal account (if applicable);
- my organisation is entitled to have access to the applicant/cardholder's personal information and blue card outcome for the purposes of managing blue card obligations;
- I will handle personal information appropriately and will not disclose personal information where I am not authorised, or it is not appropriate to do so;
- I understand that it is an offence to employ, or continue to employ a person who does not hold a blue card in regulated employment (unless an exception applies or the person is a registered teacher or police officer who has applied for or holds an exemption card);
- I understand that it is an offence to employ, or continue to employ a **disqualified person** or **negative notice holder** in regulated employment and that my organisation cannot employ a **restricted person** to work with children, even if an exemption applies to their role (see page 3);
- the information I have provided is true and correct; and
- I understand that it is an offence to provide a false or misleading statement or document.

Organisation representative's signature

Date of signature

Name

Position

Next step

Forms may be lodged by one of the following methods:

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

 **In person**
53 Albert Street, Brisbane QLD 4000

 **By post**
PO Box 12671, Brisbane George Street QLD 4003

Important information

Disqualified person

It is an offence for a disqualified person to make a blue card application.

A disqualified person is someone who:

- has been convicted[‡] of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship e.g. teenage partners), child exploitation offences, murder and other serious sexual or violent offences against an adult or child (irrespective of the penalty and regardless of when and where it occurred); or
- is the subject of:
 - reporting obligations or an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
 - a disqualification order issued by a court prohibiting them from applying for or holding a blue card; or
 - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*; or
- is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*.

[‡]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.

A disqualified person can apply to be declared eligible to apply for a blue card in certain limited circumstances.

Further information about disqualified persons is available from www.qld.gov.au/bluecard or by contacting Blue Card Services on 07 3211 6999 or 1800 113 611.

[†]Negative notice

It is an offence for a negative notice holder to make a blue card application.

A negative notice holder is someone who:

- has been issued a negative notice after applying for a blue card; or
- was issued a negative notice after their blue card was cancelled due to a change in police or disciplinary information.

A negative notice holder can only apply to cancel a negative notice if two years have passed since the negative notice was issued, or in other limited circumstances. This can be done by completing the *Application to Cancel a Negative Notice* form.

For more information about the blue card system and your obligations go to www.qld.gov.au/bluecard.

Restricted person

A restricted person is someone who:

- has been issued with a negative notice, or
- has a suspended blue card, or
- is a disqualified person, or
- is the subject of an adverse interstate Working with Children Check decision that is in effect, or
- has been charged with a disqualifying offence which has not been finalised.

Restricted employment

Restricted employment refers to particular exemptions which allow a person to work with children without a blue card, such as:

- a volunteer parent,
- a volunteer under the age of 18 years, or
- paid or unpaid staff who work in child-related employment for less than 7 days in a calendar year.

Restricted employment refers to the ability to rely on such exemptions to work without a blue card.

If an individual is a restricted person, the above exemptions **do not apply** and the individual cannot work with children.


For more information go to www.qld.gov.au/bluecard

Blue Card Services, Department of Justice and Attorney-General

 PO Box 12671, Brisbane George Street QLD 4003

 www.qld.gov.au/bluecard

 53 Albert Street, Brisbane QLD 4000

 07 3211 6999 or 1800 113 611