



This form is to be completed by organisations seeking to create a link with an applicant/cardholder.

### 1. Organisation details

|   |   |                                   |
|---|---|-----------------------------------|
| Name of organisation                                    | Organisation ID number (if known)                               |                                   |
| <input type="text" value="Christian Heritage College"/> | <input type="text" value="260551"/>                             |                                   |
| Physical location                                       | <input type="text" value="322 Wecker Road CARINDALE QLD 4152"/> |                                   |
| Postal address (if different to physical location)      | <input type="text" value="PO Box 2246 MANSFIELD BC QLD 4122"/>  |                                   |
| Suburb  | State   | Postcode                          |
| <input type="text" value="CARINDALE"/>                  | <input type="text" value="QUEENSLAND"/>                         | <input type="text" value="4152"/> |
| ABN/ACN (optional)                                      | Telephone   |                                   |
| <input type="text"/>                                    | <input type="text" value="( 07 ) 3347 7900"/>                   |                                   |
| Email (generic organisation email address) (optional)   | <input type="text"/>  |                                   |
| Website (optional)                                      | <input type="text" value="https://chc.edu.au/"/>                |                                   |

### 2. Contact person details for the organisation

|   |  |                      |
|---|--|----------------------|
| Contact person's name                         | Contact person's position  |                      |
| <input type="text" value="Peter Wilkinson"/>  | <input type="text" value="Professional Experience Program Coordinator"/> |                      |
| Postal address (if different to above)        | <input type="text"/>   |                      |
| Suburb  | State  | Postcode             |
| <input type="text"/>                          | <input type="text"/>   | <input type="text"/> |
| Telephone (if different to above)             | Email  |                      |
| <input type="text" value="( 07 ) 3347 7934"/> | <input type="text" value="pwilkinson@chc.edu.au"/>                       |                      |

### 3. Details of the person you are linking

|                                  |                                    |                      |
|----------------------------------|------------------------------------|----------------------|
| First name                       | Middle name                        | Last name            |
| <input type="text"/>             | <input type="text"/>               | <input type="text"/> |
| Date of birth                    | Account number or blue card number |                      |
| <input type="text" value="/ /"/> | <input type="text"/>               |                      |
| Telephone                        | Email                              |                      |
| <input type="text" value="( )"/> | <input type="text"/>               |                      |

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

Address where stand alone care is being provided:

 Postcode

Address where family day care is being provided:

 Postcode

## 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 exception 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.

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](http://www.qld.gov.au/bluecard)

 **In person**

53 Albert Street, Brisbane QLD 4000

 **By post**

PO Box 12671, Brisbane George Street QLD 4003

 **By fax**

07 3035 5910

### 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 boyfriend/girlfriend, unlawful carnal knowledge), other child-related sex or pornography 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](http://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](http://www.qld.gov.au/bluecard).

### Restricted person

**It is an offence to employ, or continue to employ, a restricted person in restricted employment.**

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
- has been charged with a disqualifying offence which has not been finalised.

### Restricted employment

There are some exemptions which allow a person to work with children without a blue card, such as:

- volunteer parents,
- volunteers 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](http://www.qld.gov.au/bluecard).

Blue Card Services, Department of Justice and Attorney-General

 PO Box 12671, Brisbane George Street QLD 4003

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 [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard)