



commission for
children and young people
and child guardian



Volunteer to paid employment transfer form

Valid for lodgement until
30 June 2012

Volunteer blue card holders moving into paid employment with children must transfer their volunteer (V) blue card to a paid (P) blue card and pay the prescribed fee.

OFFICIAL USE ONLY	
A/C Code: BCD	Receipt number/initials:
Date:	

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.

Blue card number Blue card expiry date

Type of child-related activity:
Please describe the child-related activity you work/propose to engage in (select the category from the list on page 2).

PART B Authorised person's details

Name of authorised person

Name of organisation

Position

Postal address

Postcode

Telephone Fax

Email

PART C Cardholder/applicant's consent (please read carefully before signing)

I consent to the Commission providing the following information to the authorised person nominated on this form:

- whether I have made an application for a blue card which is currently being processed;
- whether my blue card application has been or is subsequently withdrawn;
- whether I hold a current blue card;
- whether I have been issued with a negative notice;
- whether my blue 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*; and
- 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 *Commission for Children and Young People and Child Guardian Act 2000*.

Full name

Signature

Date / /
DAY MONTH YEAR

PART D Organisation/employer declaration (to be completed by an authorised person)

It is an offence to provide false or misleading information to the Commission. I declare that:

- I am authorised to submit this form on behalf of the employer/organisation; and
- the blue card holder/applicant is proposing to start or continue in regulated employment or provide regulated services or activities;
- 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 because the blue card holder/applicant resides more than 50km from the employer/organisation's business address or has a disability that affects his or her mobility and have attached the *Identification verification by a prescribed person form* to this form.

Full name

Signature

Date / /
DAY MONTH YEAR

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

PART C Payment options (this section must be completed). Please note the application fee is GST exempt (under division 81), non refundable and subject to change.

Please select one of the following payment methods:

- Cash (over the counter transaction only)
- Cheque
- Money order } **Cheque/money order payable to:**
Commission for Children and Young People
and Child Guardian ABN 51639217791
- Credit card (complete details below)

Name of credit card holder

Number:

Please charge \$72.50 to: Mastercard Visa

Cardholder's signature

Expiry date /

Part F Child-related activity details

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

- Residential facility
- School
- School boarding house
- Church, club or association
- Health, counselling and support services
- Private teaching, coaching and tutoring
- Education and other 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

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

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 your work is covered by you can 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.

Information will be provided to the Queensland Police Service, and may be provided to interstate or federal 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 blue card's validity may also be provided through the Commission's online blue card verification process.

Once this completed transfer form has been submitted and processed, the Commission will send you a paid (P) blue card which will be valid for an additional three years.

You can use your new P blue card for any other paid or unpaid child-related work you provide.

You must advise the Commission of all organisations (including volunteer organisations) where you provide child-related work by submitting a completed Authorisation to confirm a valid blue card form. There is no fee to authorise additional employers.

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

freecall 1800 113 611

Fax: 07 3035 5910

www.bluecard.qld.gov.au