



									initials:
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Valid for lodgement until 30 June 2011

Exemption card application form

Registered teachers[#] and police officers^{##} (see page 4) seeking to work with children under 18 years of age in certain categories of regulated employment and business are required to apply for a positive exemption notice and exemption card.

This form should be submitted if you are a police officer or registered teacher who will be undertaking regulated employment e.g. a paid employee, volunteer or student. If you are proposing to operate a regulated business, you should complete the 'Exemption card business application form' (EB form).

An exemption card remains valid (unless suspended or cancelled earlier) while the person holds current teacher registration or is a police officer.

Note: It is an offence for an applicant to provide false or misleading information to the Commission.

Exemption card applications are processed free of charge.

Exemption card applicants may commence any type of regulated child-related activities once their application has been lodged with the Commission.

PART A Organisation's details (this section must be completed by the organisation/volunteer co-ordinator)

<p>1 Name of organisation</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>Organisation ID number (please insert the Commission's reference number for your organisation if known)</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>2 Postal address of organisation</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px; text-align: right;">Postcode</div> <p>3 Contact person</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>4 Contact person's position</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>5 Phone <input style="width: 100px;" type="text"/></p> <p>Email <input style="width: 100px;" type="text"/></p> <p>Fax <input style="width: 100px;" type="text"/></p> <p>Additional Information The word "organisation" is taken to mean "employer" for the purposes of complying with the Act.</p> <p>6 Are you a:</p> <p><input type="checkbox"/> paid employee</p> <p><input type="checkbox"/> volunteer</p> <p><input type="checkbox"/> student</p>	<p>7 Type of child-related employment for which an exemption notice is sought (please tick appropriate box)</p> <p><input type="checkbox"/> residential facilities</p> <p><input type="checkbox"/> schools (other than registered teachers)*</p> <p><input type="checkbox"/> school boarding houses</p> <p><input type="checkbox"/> child care^o</p> <p><input type="checkbox"/> churches, clubs and associations[◆]</p> <p><input type="checkbox"/> health, counselling and support services</p> <p><input type="checkbox"/> private teaching, coaching or tutoring</p> <p><input type="checkbox"/> education programs outside of school</p> <p><input type="checkbox"/> child accommodation including homestays</p> <p><input type="checkbox"/> religious representatives</p> <p><input type="checkbox"/> sport and active recreation[●]</p> <p><input type="checkbox"/> emergency services cadet program</p> <p><input type="checkbox"/> school crossing supervisors</p> <p><input type="checkbox"/> licensed care service</p> <p><input type="checkbox"/> local Government employee</p> <p><input type="checkbox"/> Disability Services</p> <p>Note: In some circumstances, an exemption card is not required. eg. a volunteer parent will not need an exemption notice if they provide services:</p> <p>* at the school their child attends</p> <p>^o at a centre where their child regularly receives child care</p> <p>[◆] within a church, club or association which are the same or similar to those received by their child</p> <p>[●] as part of sport or active recreation involving their child</p>
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Applicant's Name

PART B Applicant's details

(this section must be completed by the applicant)

8 Have you ever applied for or held a blue card or exemption card?

Yes No No. (if known)

9 Are you one of the following?

Registered teacher

Police Officer

Teacher registration/Police ID no.

10 Your title Mr Mrs Miss Ms
Other

11 Name you presently use

Family Name

First Name

Middle Name

I do not have a middle name (please tick)

12 Do you currently use an abbreviation/nickname/alias for your first name? eg. *Elizabeth abbreviation Betty*

Name/s

13 Have you been known by any other name/s? eg. name at birth, maiden name, name before marriage, married name, alias, change by certificate/deedpoll, changed the order of your name

Note: It does not matter how long ago you changed your name or how long you used another name for.

(Please tick) No Go to question 14

Yes give details below:

If you require more space, please tick this box and attach a separate list

Family Name

First Name

Middle Name

Reason for change

14 Gender

Male Female

15 Date of birth

/ /
DAY MONTH YEAR

16 Place of birth

Town/city

State

Country

17 Current postal address

(Note: your postal address must be in Australia)

Postcode

18 Current residential address

Please tick if same as postal address

Postcode

19 Your contact number

20 Do you identify as? (please tick)

Aboriginal Torres Strait Islander

Aboriginal and Torres Strait Islander

Australian South Sea Islander

21 What language do you mainly speak at home?

22 Applicant's declaration

I declare:

- 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 false or misleading information;
- I have read the contents of this form including the information on page 4;
- I consent to the Commission obtaining any information from any police, court, prosecuting authority or other authorised agency 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 notice remains current;
- I understand that the information obtained includes but is not limited to details of convictions[^] 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 and I am proposing to start or continue in regulated employment and am not entitled to an exemption;
- I am aware of my obligations as an exemption card applicant/holder; and
- I consent to the Commission publishing/providing confirmation on whether or not my exemption card is valid.

Do not sign outside the box as your signature will be scanned onto your card.

Date of signature / /
DAY MONTH YEAR

Applicant's Name

PART C Proof of identity declaration
(this section must be completed by
the organisation/volunteer co-ordinator)

The organisation/volunteer co-ordinator is responsible for sighting the applicant's identification documents.

Identification requirements

The applicant must produce two original identification documents to confirm their identity. Together the documents must show:

- full name
- date of birth
- signature

The organisation/volunteer co-ordinator must certify in **Part D** that the details provided on the application form are the same as those appearing on the documents sighted.

One of the following combinations must be used:

EITHER

List 1 + List 2

One original document from List 1 and one original document from List 2 which together show the applicant's **full name, date of birth and signature.**

OR

List 1 + List 1

Two original documents from List 1 which together show the applicant's **full name, date of birth and signature.**

Where the applicant resides more than 50km from the organisation's business address or has a disability that affects his or her mobility, a prescribed person can sight their identification. If this applies, please complete the 'Identification verification by a prescribed person' form and submit it with this application.

A prescribed person is a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer.

Irrespective of whether or not the organisation/volunteer co-ordinator can sight the identification documents, they must complete Part D.

All identification documents sighted must be originals (photocopies are not acceptable).

Where any document is in a former name, an original official document (eg. marriage certificate or change of name certificate) showing the change of name must be sighted.

Note: If you cannot provide an identification document from either List 1 or List 2 please contact the Commission on **07 3211 6999 or 1800 113 611.**

If possible, please attach a photocopy of documents sighted to this application form for verification purposes.

Please indicate which identification documents have been sighted by placing a in the box.

23 LIST 1

Signature Document

- Current driver licence/learner's permit/
proof of age card (with photo)

Document No:

Issued in the state of:

- Current passport (with photo)

Passport No:

Non-Signature Document

- Birth certificate (or extract)

Reference No:

- Proof of Australian citizenship or permanent
residency

Reference No:

24 LIST 2

Signature Document

- Current Pension Concession Card/Dept of
Veterans' Affairs Entitlement Card/Senior's
Health Card /Health Care Card/any other current
financial entitlement card issued by Centrelink.

- Current Credit Card or account card from a
bank/building society/credit union
(with name and signature)

- Current Positive Notice Blue Card
(issued by the Commission)

- Current student identification card issued by
a tertiary education institution or school
(with photo and signature)

- Current Qld Gaming Machine Licence

- Current Qld Licence issued under the Weapons Act

Non-Signature Document

- Current Medicare card

- Current Qld crowd controller/private
investigator/security officer licence

- Passbook or account statement issued by a
bank/building society/credit union dated in the
last 6 months

- Australian taxation assessment notice dated in
the last 6 months

Applicant's Name

**PART D Declaration by organisation/
volunteer co-ordinator**
(to be completed by the organisation/
volunteer co-ordinator)

It is an offence to provide false or misleading information to the Commission.

I declare that:

- I am authorised to submit this application on behalf of the organisation; and
- 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 because the exemption notice 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'.

Full Name

Signature

Position

Date / /
DAY MONTH YEAR

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 an exemption card.

Information will be provided to Queensland Police, and may be provided to interstate or federal police, courts, prosecuting authorities or other authorised agencies to conduct criminal history checks. 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, the Commission will either forward your application details to the Queensland College of Teachers or the Queensland Police Service.

The Commission will seek confirmation of your status as a registered teacher or police officer from the relevant agency and request information regarding whether the Commission may 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 to the Commission 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 about blue card information and obligations go to www.bluecard.qld.gov.au

Please mail this completed form to:

Surf Life Saving Queensland
PO Box 3747
South Brisbane Qld 4101
Phone: 3846 8000
Fax: 3846 8008

Applicant's Name