

# Disability Worker Screening and Working with Children Check Application

For use by workers who require a disability worker screening check (NDIS worker screening or Queensland disability worker screening) and a working with children check (blue card or exemption card).

**Important notice:** If you are eligible to apply for a blue card (please see **disqualified person\*** and **negative notice holder†** definitions in attached help guide), continue to complete this application. If you are not eligible, do not complete this form. Disqualified persons must complete an *Eligibility Declaration* and negative notice holders must complete the *Application to Cancel a Negative Notice* if two years have passed since the negative notice was issued.

## Who can complete this form?

### Workers can complete this form if:

- They are engaged or propose to be engaged by an NDIS service provider or state-funded service provider to undertake disability work in Queensland. This includes paid workers, volunteer workers and sole traders; and
- They also need a blue card or exemption card for working with children.

Please confirm with your employer that you need both screening checks before you apply.

If you have an email address and online access the quickest and easiest way to make your application is through our online application available at [workerscreening.dsdsatsip.qld.gov.au](http://workerscreening.dsdsatsip.qld.gov.au).

## How to complete this form?

- This form can only be completed by a worker who requires a disability worker screening check and working with children check (blue card or exemption card)
- Please print clearly, use BLOCK letters and indicate with a tick where required
- To help you complete the form refer to the attached 'Help Guide'
- Questions marked with an exclamation mark (!) have relevant information in the help guide on pages 12 – 14
- Delays in processing your application will occur if you do not complete the application correctly.

**All sections marked with ▲ MUST be completed or your application can not be processed.**

## How will you use my information?

Your information will be used in accordance with the Disability Worker Screening Privacy Notice (see page 15) and Information Management Policy.

## ▲ Eligibility requirements

The following questions relate to your eligibility to submit an application.

### Do you hold a current NDIS Worker Screening Clearance issued by another state or territory?

Yes  No *If your answer 'Yes' to this question you are not eligible to proceed with the application.*

### Do you have an outstanding NDIS Worker Screening Clearance application with another state or territory?

Yes  No *If your answer 'Yes' to this question you are not eligible to proceed with the application.*

### Do you hold a current exclusion or negative notice issued in Queensland under the *Disability Services Act*?

Yes  No *If your answer 'Yes' to this question you are not eligible to proceed with the application.*

This question is about people who currently have any of the following outcomes issued in Queensland:

- a) Exclusion outcome for a disability worker screening application made after 1 February 2021
- b) Negative notice outcome for a yellow card application made before 1 February 2021

### Do you hold a current NDIS worker screening exclusion issued by another state or territory?

Yes  No *If your answer 'Yes' to this question you are not eligible to proceed with the application.*

### Are you living in Queensland OR are you carrying out disability work in Queensland?

Yes  No *If your answer 'No' to this question you are not eligible to proceed with the application.*

NDIS disability work is work that includes the delivery of NDIS supports or services to a person with disability. State disability work is work that includes providing disability services that is carried out for the department or a funded service provider. This includes volunteers and sole traders.

Are you engaged by a provider to carry out NDIS disability work or state disability work, or is a provider intending to engage you for this work?

Yes  No *If your answer 'No' to this question you are not eligible to proceed with the application.*

Are you a negative notice holder for the purposes of the *Working with Children Act (Qld)*?

Yes  No *If your answer 'Yes' to this question you are not eligible to proceed with the application.*

Are you a disqualified person for the purposes of the *Working with Children Act (Qld)*?

Yes  No *If your answer 'Yes' to this question you are not eligible to proceed with the application.*

Do you already have a blue or exemption card?

Yes  No

Is your blue or exemption card due for renewal? *Your blue or exemption card is due for renewal 16 weeks out from your current card expiry date. You can find the expiry date on the front of your card.*

Yes  No

*If your answer 'No' to this question you should proceed with a disability worker screening application only. You cannot proceed with a combined application if your blue card is not due for renewal.*

What is your Blue Card expiry date?

I do not know my expiry date

*Blue Card Services will check your expiry date. If your card is not due for renewal, the blue card component of your application will not be processed and will be discontinued.*

I declare that the information provided here is correct and I understand that it is an offence to make a false or misleading statement.

Signature of applicant

Date of signature

## Application type

I am applying for a disability worker screening check and a working with children check:

Blue card  Exemption card

The exemption card is only applicable if you are a registered teacher in Queensland or a Queensland police officer who is working or volunteering with children outside of your professional duties as a teacher or police officer. You will be required to supply your Queensland registered teacher number or Queensland police identification number.

If you are a registered teacher in Queensland or a Queensland police officer who only works with children as part of your normal professional duties then you do not need a blue card or exemption card. You will only require a disability worker screening check and should not proceed with this combined application.

## Identity and personal information

We are partnering with the Department of Transport and Main Roads (TMR) to deliver identity checks. You need a TMR Customer Reference Number (CRN) to make this application. It's the number on your driver licence, photo identification card or adult proof of age card. If you don't have a CRN, you can visit a TMR Customer Service Centre and apply for a CRN at no cost. You can find out more information about this process on our fact sheet 'Identity Verification'. People who live in remote areas with no online access and cannot access a Customer Service Centre, can contact the Worker Screening Unit and ask about an alternative process.

Please select a Queensland Transport and Main Roads (TMR) product.

Drivers licence  Photo Identification  Marine Licence indicator  
 Adult Proof of Age Card  Industry Authority  New Customer Notification  
 CRN confirmation letter

TMR Customer Reference Number:

Your TMR Customer Reference Number is located on the top right of your TMR product (eg Drivers Licence, Adult Proof of Age Card, Photo Identification Card). TMR will issue you a unique CRN for all products that you may hold with TMR.

▲ **Legal name** (as it appears on your current TMR product):

Title First name Middle name Last name

First name contains alphanumeric characters only. No middle name (please tick)

▲ **Have you been known by any other names?**

Yes  No *If yes, please provide details below.*

You must provide all other names you are currently known by or have previously been known by including first names, middle names and last names. It does not matter how long ago you used the name or for how long the name was used. For example: birth name, name before marriage, married name, alias, change by certificate, adoption, changed order of name, name used on legal document.

**Other name A:**

Other name type:  Alias  Cultural name  Preferred name  Previous name:

Title First name Middle name Last name

No middle name (please tick)

**Other name B:**

Other name type:  Alias  Cultural name  Preferred name  Previous name:

Title First name Middle name Last name

No middle name (please tick)

If you have additional names and require more space, please tick this box and attach a separate list to this form.

▲ **Gender:**  Female  Male  Indeterminate  Intersex  Unspecified  Non-Binary

▲ **Date of birth** (as shown on TMR product):  *Date of birth cannot be under 10 years of age.*

**TMR registered email address:**

**Mobile number:**  ▲ **Daytime phone number:**

▲ **Country of Birth**<sup>1</sup> (See help guide on page 13 for approved list):

▲ **State or Province of Birth:**  ▲ **Place of Birth** (Town or City):

▲ **Residential address:**

Town/ Suburb State Postcode

My residential address is the same as my postal address.

**Postal address** (if different from residential address):

Town/ Suburb State Postcode

You must notify the Worker Screening Unit within 7 days of any change to your primary contact details while your application is in progress by completing the relevant form. If you do not tell us, you may be committing an offence under the *Disability Services Act 2006* and penalties apply.

## Voluntary personal information

Answering the following questions is voluntary. Answers provided will not be used in considering your application for a disability worker screening check. Please refer to the attached 'Privacy Notice' for further detail on how your information is used.

Are you of Aboriginal or Torres Strait Islander origins?

No  Yes – Aboriginal  Yes – Torres Strait Islander  Yes – both

And/or do you identify as South Sea Islander?  Yes  No

Are you from a culturally or linguistically diverse background?  Yes  No Preferred language/s:

Do you require an interpreter?  Yes  No

Do you have a disability?  Yes  No

Disability in relation to a person means:

- total or partial loss of the person's bodily or mental functions; or
- total or partial loss of a part of the body; or
- the presence in the body of organisms causing disease or illness; or
- the presence in the body of organisms capable of causing disease or illness; or
- the malfunction, malformation or disfigurement of a part of the person's body; or
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or
- a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;
- and includes a disability that:
  - presently exists; or
  - previously existed but no longer exists; or
  - may exist in the future (including because of a genetic predisposition to that disability); or
  - is imputed to a person.

What is the highest level of qualification you have attained?¹ (See help guide on page 13 for approved list)

Name of qualification:

Field of study:

Institution:

Date completed:

If you have additional qualifications and require more space, please tick this box and attach a separate list to this form.

## ▲ Purpose and role

Please indicate the primary purpose you will be using your disability worker screening clearance for:

Paid employee  Sole trader  Volunteer

If 'Paid Employee' selected, please choose the primary category of your disability employment:

Contractor  Employee  Member of a Board  Management Committee of other governing body  
 Executive officer  Student (University or TAFE)  Other

If 'Other' selected, please provide a brief description of your employment:

Please select the primary area of service delivery you will be using your disability worker screening clearance for<sup>1</sup>:

See help guide on page 14 for definitions.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Accommodation Support Services            | <input type="checkbox"/> NDIS Consumables   | <input type="checkbox"/> NDIS Finding and Keeping a Job           |
| <input type="checkbox"/> Respite Services                          | <input type="checkbox"/> NDIS Assistive Technology  | <input type="checkbox"/> NDIS Improved Relationships              |
| <input type="checkbox"/> Community Support Service                 | <input type="checkbox"/> NDIS Assistance with Social, Economic and Community Participation      | <input type="checkbox"/> NDIS Improved Health and Wellbeing       |
| <input type="checkbox"/> Community Access                          | <input type="checkbox"/> NDIS Home Modifications and Specialised Disability Accommodation (SDA) | <input type="checkbox"/> NDIS Improved Learning                   |
| <input type="checkbox"/> Advocacy or Information Services          | <input type="checkbox"/> NDIS Support Coordination  | <input type="checkbox"/> NDIS Improved Life Choices               |
| <input type="checkbox"/> Research Training or Development Services | <input type="checkbox"/> NDIS Improved Living Arrangements                                      | <input type="checkbox"/> NDIS Improved Daily Living Skills        |
| <input type="checkbox"/> NDIS Assistance with Daily Life           | <input type="checkbox"/> NDIS Increased Social and Community Participation                      | <input type="checkbox"/> Another service prescribed by regulation |
| <input type="checkbox"/> NDIS Transport                            |   |   |

If 'Another service prescribed by regulation' selected, please provide a brief description of the role:

### ▲ Child-related work

Please choose the type of child-related work you will be performing:

- |  |  |
|--|--|
| <input type="checkbox"/> Job Seeker    | <input type="checkbox"/> Volunteer   |
| <input type="checkbox"/> Paid Employee | <input type="checkbox"/> Student (undertaking a practical placement as part of your studies) |

>> go to **Past checks and roles**

- Business Operator or self-employed person (including Executive Officer)

>> go to **Child-related business details**

### ▲ Child-related business details

Complete this section if you operate a child-related business or are self-employed.

▲ **Name of business:**

▲ **Postal address of business:**

Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

▲ **Daytime phone number:**

▲ **Email:**

Are you receiving a financial reward for your child-related business?

- No  Yes

If you select 'no', you will be applying for a disability worker screening clearance and **volunteer** blue card. The total cost is \$147. If you select 'yes', you will be applying for a disability worker screening clearance and **paid** blue card. The total cost is \$162, which includes \$15 for the blue card.

For further information about blue card applications for child-related businesses and whether any exemptions apply, please visit [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard) **before** you submit this application.

**Type of child-related activity (for business/self-employed applicants)**

Information about categories of child-related work 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 business relates:**

- Authorised person of a provisionally accredited, or accredited, non-state school\*
- Child accommodation services, including home stay
- Child care services and similar businesses (e.g. au pair, nanny, babysitter)
- Disability services
- Health, counselling and support services
- Licensed care services – Contractor entering a licensed care facility (e.g. Maintenance of facility, i.e. Plumber)
- Operators of hostels for rural children
- Paid private teaching, coaching or tutoring
- Sport and active recreation
- Religious representatives\* *Please provide details of the religious entity/group you are accountable to:*

Name of religious entity/group

Contact person

Postal address

Suburb  State  Postcode  Telephone

**Education, care services and similar businesses**

- Approved provider or person with management or control in relation to an education and care service (including family day care)\*
- Child care - contractor (e.g. contractor entering a child care premises when child-related services are being conducted)
- Stand alone carer\*

*Address where stand alone care is being provided*

Suburb  State  Postcode

- Director of a corporation which is the governing body of an accredited or proposed non-state school\*

Name of school

- Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006*)

*\*If you apply under this category, information about your blue card status may be provided to certain regulatory, supervisory or governing bodies.*

## ▲ Past checks and roles

Have you previously held a yellow card or yellow card exemption in Queensland issued before 1 February 2021?

No  Yes – If yes, please provide the following if known:

Yellow Card/ Yellow Card Exemption notice number:

*You can locate the notice number on the front of the card.*

Have you previously been issued with a blue card or exemption card for the purpose of working with children?

No  Yes – If yes, please provide the following if known:

Blue card/ Exemption card number:

*You can locate the notice number on the front of the card.*

Are you a Queensland registered teacher or a Queensland police officer?

No  Yes – Teacher  Yes – Police Officer. If yes, you must provide the following:

Teacher registration number/Police identification number:

Please identify if you are, or if you ever have been, engaged in one of the following professions: (check all that apply)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Foster or Kinship Carer | <input type="checkbox"/> Teacher   | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Health Practitioner     | <input type="checkbox"/> Nurse or Midwife                                  |  |
| <input type="checkbox"/> Police Officer          | <input type="checkbox"/> Operator/Supervisor/Carer –<br>Child Care Service |  |

## ▲ Disclosable information

Are you currently suspended, or have you ever been refused, barred, excluded or disqualified following an application for an NDIS worker screening check, working with children check, working with vulnerable people registration and/or working with people with a disability check (or equivalent) in any state or territory in Australia?

No  Yes – If yes, please provide the following if known:

State refusal was issued:

Brief description of the type of screening process: (eg working with children check)

This question is about any worker check you have had in Australia related to vulnerable persons (children, people with disability, elderly) which has resulted in you currently being suspended from doing this type of work or being issued with an unsuccessful outcome.

Have you ever been charged or convicted or found guilty of a criminal offence in Australia?

No  Yes – If yes, please provide the following:

Brief summary of your criminal history. Where appropriate please include details of the location and nature of the charge/conviction, relevant dates and outcomes of any proceedings:

This question is about whether you have a criminal history in Australia. This includes convictions or charges that occurred before or after the commencement of the *Disability Services Act 2006*. A conviction means a finding of guilt or the acceptance of a plea of guilty by a court whether or not a conviction is recorded.

**Have you ever been convicted or found guilty of any of the below, or equivalent, offences in a country other than Australia:**

- murder, attempted murder, or manslaughter
- serious or aggravated assault
- rape, bestiality, sexual assault, or incest
- aggravated robbery
- child pornography offences
- abduction, kidnapping, human trafficking, or slavery
- drug trafficking and drug dealing
- neglect or ill-treatment of a child or vulnerable person
- fraud, deception, or forgery involving a child or vulnerable person
- treason/treachery, terrorism, genocide, mutiny, or espionage
- animal cruelty causing an animal serious injury, harm, or death

No  Yes – If yes, please provide the following:

**Brief summary of your international criminal history. Where appropriate please include details of the location and nature of the charge/conviction, relevant dates and outcomes of any proceedings:**

This question is about whether you have been found guilty of any of the specified offences, or similar offences, outside of Australia.

**Have you ever been a respondent to a domestic violence order in Queensland?**

No  Yes – If yes, please provide the following:

**Brief summary of the orders. Where appropriate please include details of relevant dates:**

This question is about protection orders, including temporary protection orders, issued against you in Queensland under the *Domestic and Family Violence Protection Act 2012*.

**Have you ever been subject of an investigation by any government agency anywhere in Australia that involved allegations of abuse or neglect of a child in your care that resulted in restrictions regarding your contact with that child or other children (including the removal of a child/children)?**

No  Yes – If yes, please provide the following:

**Brief summary of the orders. Where appropriate please include details of relevant dates:**



**Have you ever had any workplace misconduct findings against you, or are you subject to a current investigation, in relation to:**

- violent behaviour or assault
- indecent or sexual behaviour or misconduct
- fraud, deception or theft
- failing to provide care for a vulnerable person such as a child, elderly person or person with disability

No  Yes – If yes, please provide the following:

**Brief summary of the findings. Where appropriate please include details of the nature of the findings, relevant dates and outcomes.**

**▲ Nominated entities for engagement verification**

The following questions relate to entities you are engaged with or proposing to be engaged with to provide NDIS work or state-funded disability work. You must add ALL employers, self-managed participants and sole traders you are engaged with or proposing to be engaged with. We will ask them to verify your engagement with them.

Please ask your entities for their ID number issued to them for the purpose of accessing the NDIS Worker Screening Database (for NDIS work) or Queensland Employer portal (for state-funded disability work).

For sole traders, please refer to our fact sheet 'Information for sole traders'. You will need to register for access to the NDIS Worker Screening Database (for NDIS work) or the Queensland Employer Portal (for state-funded disability work) before you complete these questions. Once you have registered, you can specify your ID number below.

*Entity A*

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**Entity type:**  Employer  Sole trader  Self-managed participant

**Entity ID:**

**Entity Name:**

*Entity B*

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**Entity type:**  Employer  Sole trader  Self-managed participant

**Entity ID:**

**Entity Name:**

If you have additional entities and require more space, please tick this box and attach a separate list to this form.

**In your role with any of these entities, will you be working with children?**

No  Yes

## ▲ Declarations

You need to refer to either the NDIS worker screening and working with children check application declarations OR the Queensland disability worker screening and working with children check application declarations provided below. Do not complete both sets of declarations. If you are unsure of the type of application you need, please ask your employer.

### NDIS worker screening and working with children check applicants only

Please only complete these declarations if you are applying for a combined NDIS worker screening and working with children check application. All check boxes in this section must be completed to proceed.

I declare that:

- I am the applicant named in this form and I have provided all other names or aliases that I use or have used in the past.
- The information provided by me for this application is true and correct and I understand it is an offence to provide false or misleading information.
- I consent to being screened under Part 5 of the *Disability Services Act 2006*.

Please note that once you undertake a worker screening application you will have a record created on the NDIS worker screening database. Please read the following information carefully before indicating your consent and understanding:

- I consent to the conduct of a Nationally Co-ordinated Criminal History Check including convictions, findings of guilt, pending charges, spent convictions, and non-conviction outcomes in accordance with the requirements each jurisdiction has in place with the Australian Criminal Intelligence Commission (ACIC).
- I consent to information from any police, court, tribunal, prosecuting authority, criminal intelligence agency, other Australian agencies who undertake screening for individuals who work or propose to provide services to children or vulnerable people or other authorised agency being obtained and for these agencies to disclose any information for the purposes of assessing my eligibility to work with children and ongoing checks while my application/working with children clearance remains current.
- I understand that the information obtained may also include disciplinary information from certain bodies, domestic violence information, adverse decisions made by other Australian Working with Children Check agencies and other information obtained under the *Working with Children (Risk Management and Screening) Act 2000*.
- I consent to ongoing monitoring in all states and territories of any relevant criminal history information (including pending charges) from the time I lodge my application and if cleared, continuing while I hold an NDIS clearance and/or a working with children authority.
- I consent to my personal information being accessed by universities, other training institutes, recruitment agencies, placement companies and online matching services for the purpose of endorsing my NDIS clearance.
- I consent to the disclosure of my personal information to other worker screening units for the purposes of an NDIS Check and police agencies across Australia for the purposes of an NDIS Check and law enforcement purposes.
- I consent to enquiries being made to determine my eligibility to hold an NDIS Check clearance from any source considered necessary by the department including but not limited to, the NDIS Quality and Safeguards Commission, police services, courts and tribunals, prosecuting authorities, worker screening units, health professionals and government agencies (including Commonwealth and state/territory).
- I acknowledge that worker screening units are authorised under legislation to provide my personal information to the NDIS Commission for the purposes of the NDIS Commission undertaking its statutory functions in relation to the NDIS Worker Screening Database.
- I understand that my information will continue to be included in my record on the Database even if I no longer work in the NDIS sector.
- I understand that NDIS employers will be able to access information about me on the NDIS Worker Screening Database (unless they are no longer linked to me).
- I understand I cannot withdraw my consent to NDIS worker screening (Applicants may make a request, in writing, for their application to be withdrawn or for their NDIS clearance to be cancelled).
- I agree to the worker screening unit disclosing additional demographic information relating to me to the NDIS Commission. I understand that the NDIS Commission will handle the information in accordance with the *Privacy Act 1988 (Cth)*, including to use the information for its policy development, research and statistical reporting purposes.
- I understand that my personal details will be shared with Blue Card Services which administers the Working with Children Check.
- I consent for a photograph held by TMR to be used to produce the clearance card.

- I have read and understand the contents of this form and make all of the above declarations.
- I understand and will comply with my obligations including that I must notify the department if I change my name, contact details, or there is a change in my disability services employment and notify Blue Card Services if there is a change to my child-related employment, volunteer or business activities.
- I understand and will comply with my obligation to notify the department and Blue Card Services immediately if my police information changes.
- I have read and understood the attached privacy notice.

Signature

Date of signature

**Queensland disability worker screening and working with children check applicants only**

Please only complete these declarations if you are applying for a combined Queensland disability worker screening and working with children check application. All check boxes in this section must be completed to proceed.

I declare that:

- I am the applicant named in this form and I have provided all other names or aliases that I use or have used in the past
- The information provided by me for this application is true and correct and I understand it is an offence to provide false or misleading information

Please read the following information carefully before indicating your consent and understanding:

- I consent to being screened under Part 5 of the *Disability Services Act 2006*.
- I consent to the conduct of a Nationally Co-ordinated Criminal History Check including convictions, findings of guilt, pending charges, spent convictions, and non-conviction outcomes in accordance with the requirements each jurisdiction has in place with the Australian Criminal Intelligence Commission (ACIC).
- I consent to information from any police, court, tribunal, prosecuting authority, criminal intelligence agency, other Australian agencies who undertake screening for individuals who work or propose to provide services to children or vulnerable people or other authorised agency being obtained and for these agencies to disclose any information for the purposes of assessing my eligibility to work with children and ongoing checks while my application/working with children clearance remains current.
- I understand that the information obtained may also include disciplinary information from certain bodies, domestic violence information, adverse decisions made by other Australian Working with Children Check agencies and other information obtained under the *Working with Children (Risk Management and Screening) Act 2000*.
- I consent to ongoing monitoring in Queensland of any relevant criminal history information (including pending charges) from the time I lodge my application and if cleared, continuing while I hold a disability clearance and/or a working with children authority.
- I consent to enquiries being made to determine my eligibility to hold a Queensland Disability Worker Screening clearance from any source considered necessary by the department including but not limited to, police services, courts and tribunals, prosecuting authorities, worker screening units, health professionals and government agencies (including Commonwealth and state/territory).
- I understand I cannot withdraw my consent to disability worker screening (Applicants may make a request, in writing, for their application to be withdrawn or for their clearance to be cancelled).
- I agree to the worker screening unit collecting additional demographic information relating to me. I understand that the worker screening unit will handle the information in accordance with the *Information Privacy Act 2009*, including to use the information for its policy development, research and statistical reporting purposes.
- I understand that my personal details will be shared with Blue Card Services which administers the Working with Children Check.
- I consent for a photograph held by TMR to be used to produce the clearance card.

- I have read and understand the contents of this form and make all of the above declarations.
- I understand and will comply with my obligations including that I must notify the department if I change my name, contact details, or there is a change in my disability services employment and notify Blue Card Services if there is a change to my child-related employment, volunteer or business activities.
- I understand and will comply with my obligation to notify the department and Blue Card Services immediately if my police information changes.
- I have read and understood the attached privacy notice.

Signature

Date of signature

## ▲ Payment details

Employees and sole traders undertaking paid work must complete this section. There is no charge for people only undertaking volunteer work. Please note that the application fee is non-refundable and subject to change.

NDIS worker screening (paid work) and WWCC blue card (paid work) .....	\$162
NDIS worker screening (volunteer work) and WWCC blue card (paid work) .....	\$15
NDIS worker screening (paid work) and WWCC exemption card (paid work) .....	\$147
NDIS worker screening (paid work) and WWCC blue or exemption card (volunteer work) .....	\$147
NDIS worker screening (volunteer work) and WWCC blue or exemption card (volunteer work) .....	No charge
Qld disability worker screening (paid work) and WWCC blue card (paid work) .....	\$118.40
Qld disability worker screening (volunteer work) and WWCC blue card (paid work) .....	\$15
Qld disability worker screening (paid work) and WWCC exemption card (paid work) .....	\$103.40
Qld disability worker screening (paid work) and WWCC blue or exemption card (volunteer work) .....	\$103.40
Qld disability worker screening (volunteer work) and WWCC blue or exemption card (volunteer work) .....	No charge

**Please check with your employer about the type of screening application you require to ensure you are paying the correct fee.**

To avoid delays in processing, please attach a copy of the receipt when paying by credit card and ensure all applicant details entered online match those recorded on this form.

**Please select one of the following payment methods:**

Bank cheque/Money order  
Payable to Department of Child Safety, Seniors and Disability Services, ABN 75 563 721 098

If a third party is paying for the application please ensure the cheque/money order includes the applicants full name and TMR Customer Reference Number.

**Who is the payment receipt to be made out to?**

**Where is the receipt to be sent? (email/post):**

Credit card  
Complete payment online at [www.bpoint.com.au/pay/communities](http://www.bpoint.com.au/pay/communities)

**Receipt number:**

**Date payment made:**

## Next steps

**Please return your completed form by one of the following methods:**

**By post:** Disability Worker Screening Unit  
Department of Child Safety, Seniors and Disability Services  
PO Box 10179, Brisbane Adelaide Street QLD 4001

**Scan and email:** [workerscreening@dsdsatsip.qld.gov.au](mailto:workerscreening@dsdsatsip.qld.gov.au)

**By fax:** 07 3097 7201

**\*Note this form will not be accepted directly by Blue Card Services and must be returned as per details above.**

### Important information from Blue Card Services

#### \*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<sup>‡</sup> of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship eg. 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*.

<sup>‡</sup> 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.

<sup>§</sup> 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.

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).

### Recognised Countries of Birth - Approved List

Please enter one response on the form from the list below:

Australia	Central African Republic	Ghana	Liberia	Palau	St Vincent and the Grenadines
Afghanistan	Chad	Gibraltar	Libya	Palestine, State of	Sudan
Aland Islands	Chile	Greece	Liechtenstein	Panama	Suriname
Albania	China	Greenland	Lithuania	Papua New Guinea	Svalbard and Jan Mayen
Algeria	Christmas Island	Grenada	Luxembourg	Paraguay	Sweden
American Samoa	Cocos (Keeling) Islands	Guadeloupe	Macao	Peru	Switzerland
Andorra	Colombia	Guam	Madagascar	Philippines	Syrian Arab Republic
Angola	Comoros	Guatemala	Malawi	Pitcairn	Taiwan, Province of China
Anguilla	Congo	Guernsey	Malaysia	Poland	Tajikistan
Antarctica	Congo, the Democratic Republic	Guinea	Maldives	Portugal	Tanzania, United Republic of
Antigua and Barbuda	Cook Islands	Guinea-Bissau	Mali	Puerto Rico	Thailand
Argentina	Costa Rica	Guyana	Malta	Qatar	Timor-Leste
Armenia	Cote d'Ivoire	Haiti	Marshall Islands	Reunion	Togo
Aruba	Croatia	Heard Isd and McDonald Isds	Martinique	Romania	Tokelau
Austria	Cuba	Holy See (Vatican City State)	Mauritania	Russian Federation	Tonga
Azerbaijan	Curacao	Honduras	Mauritius	Rwanda	Trinidad and Tobago
Bahamas	Cyprus	Hong Kong	Mayotte	S Georgia and S Sandwich Isds	Tunisia
Bahrain	Czechia	Hungary	Mexico	Saint Barthelemy	Turkey
Bangladesh	Denmark	Iceland	Micronesia, Federated States	Saint Helena, Asn and TdC	Turkmenistan
Barbados	Djibouti	India	Moldova, Republic of	Saint Kitts and Nevis	Turks and Caicos Islands
Belarus	Dominica	Indonesia	Monaco	Saint Lucia	Tuvalu
Belgium	Dominican Republic	Iran, Islamic Republic of	Mongolia	Saint Martin	Uganda
Belize	Ecuador	Iraq	Montenegro	Saint Pierre and Miquelon	Ukraine
Benin	Egypt	Ireland	Montserrat	Samoa	United Arab Emirates
Bermuda	El Salvador	Isle of Man	Morocco	San Marino	United Kingdom
Bhutan	Equatorial Guinea	Israel	Mozambique	Sao Tome and Principe	United States
Bolivia, Plurinational State	Eritrea	Italy	Myanmar	Saudi Arabia	Uruguay
Bonaire, Sint Eustatius and Sb	Estonia	Jamaica	Namibia	Senegal	US Minor Outlying Islands
Bosnia and Herzegovina	Eswatini	Japan	Nauru	Serbia	Uzbekistan
Botswana	Ethiopia	Jersey	Nepal	Seychelles	Vanuatu
Bouvet Island	Falkland Islands (Malvinas)	Jordan	Netherlands	Sierra Leone	Venezuela, Bolivarian Rep of
Brazil	Faroe Islands	Kazakhstan	New Caledonia	Singapore	Viet Nam
British Indian Ocean Territory	Fiji	Kenya	New Zealand	Sint Maarten (Dutch part)	Virgin Islands, British
Brunei Darussalam	Finland	Kiribati	Nicaragua	Slovakia	Virgin Islands, U.S.
Bulgaria	France	Korea, North (DPRK)	Niger	Slovenia	Wallis and Futuna
Burkina Faso	French Guiana	Korea, South (Republic of)	Nigeria	Solomon Islands	Western Sahara
Burundi	French Polynesia	Kuwait	Niue	Somalia	Yemen
Cape Verde	French Southern Territories	Kyrgyzstan	Norfolk Island	South Africa	Zambia
Cambodia	Gabon	Lao People's Democratic Rep	North Macedonia	South Sudan	Zimbabwe
Cameroon	Gambia	Latvia	Northern Mariana Islands	Spain	
Canada	Georgia	Lebanon	Norway	Sri Lanka	
Cayman Islands	Germany	Lesotho	Oman		
			Pakistan		

### Qualification Level – Approved List

Please enter one response on the form from the list below:

Advanced certificate	Bachelor honours degree	Diploma	Masters degree
Advanced diploma	Certificate	Doctoral degree	Vocational graduate cert
Associate degree	Certificate II	Graduate certificate	Vocational graduate diploma
Associate Diploma	Certificate III	Graduate diploma	
Bachelor degree	Certificate IV	Higher doctoral degree	

### Areas of Service Delivery - Definitions

<b>Accommodation Support Services</b>	Services that provide accommodation to people with a disability, and services that provide support needed to enable a person with a disability to remain in their existing accommodation, or to move to more suitable or appropriate accommodation.
<b>Respite Services</b>	A short-term and time-limited break for families and other voluntary care givers of people with disabilities, to assist in supporting and maintaining the primary care giving relationship, while providing a positive experience for the person with disability.
<b>Community Support Service</b>	Services that provide the support (other than the basic needs of living) needed for a person with disability to live in a non-institutional setting in their community of choice. Support with the basic needs of living such as meal preparation, dressing, transferring, etc., are included under Accommodation Support.
<b>Community Access</b>	Services designed to give people with disability opportunities to enjoy their full potential for social independence by leaving their home and participating in community life. It may also include skill development activities to help the adult improve their quality of life.
<b>Advocacy or Information Services</b>	<p>Advocacy services are designed to enable people with disability to increase the control they have over their lives by representing their interests and views in the community. For example:</p> <ul style="list-style-type: none"> <li>• self-advocacy/individual advocacy</li> <li>• group advocacy</li> <li>• citizen advocacy</li> <li>• system/systematic advocacy</li> </ul> <p>Information services provide accessible information to people with disabilities, their carers, families and related professionals. These services provide information about disability-specific and generic services and equipment, and promote the development of community awareness. Services can include contact by phone, print or e-mail that recommends a person to another service.</p>
<b>Research Training or Development Services</b>	Within the disability sector, research and data are built upon partnerships and collaborations, inclusion of disability issues in mainstream research funding and activities. It includes effective participation of people with disability and the provision of accessible research and data that is applied in practice.
<b>NDIS Assistance with Daily Life</b>	Household decision making, personal care and domestic tasks assistance with household tasks, Meals on Wheels preparation and delivery of meals, assistance with and/or supervising tasks of daily life in independent living or shared living environment, short term accommodation and assistance (e.g. Respite care).
<b>NDIS Transport</b>	Transport, specialised transport to school education program, employment, community. Travel enables participants to access the community for educational, recreational and vocational purposes. Participants receive funds fortnightly in advance to pay for services of their choice.
<b>NDIS Consumables</b>	Consumables are a support category available to assist participants with purchasing everyday items. Supports such as interpreting, translating, continence and home enteral nutrition (HEN) products are included in this category.
<b>NDIS Assistive Technology</b>	Assistive equipment for recreation, assistive products for household tasks, assistive products for personal care and safety. Vehicle modifications including installation or changes. Equipment in a vehicle to enable a participant to travel safely as a passenger or to drive.
<b>NDIS Assistance with Social and Community Participation</b>	Tuition fees, art classes, sports coaching and similar activities that build skills and independence. Camps, classes and vacation activities that have capacity building, mentoring or peer support and individual skill development.
<b>NDIS Home Modifications</b>	Stair climber, certification or approval of home modifications, elevator-home, grab rails, modification to bathroom, toilet, laundry, kitchen, structural work, modification project manager or building certifier.
<b>NDIS Coordination of Supports</b>	Support connection, coordination of supports, specialist coordination. Assistance to strengthen participant's ability to connect with informal, mainstream and funded supports, and to increase capacity to maintain support relationships. Resolve service delivery issues and points of crisis.
<b>NDIS Improved Living Arrangements</b>	Group homes, large residential settings, drop in support, individual accommodation support package, outreach program, disability housing and support initiative (DHASI). Assistance with accommodation and tenancy obligations, individual skill development and training.
<b>NDIS Increased Social and Community Participation</b>	Recreation, peer support, community participation, life choices, active ageing, community access programs, vacation care, Out of School Hours Care (OOSH), weekend programs, flexible respite, centre based respite, group fitness for people with disability.
<b>NDIS Find and Keep a Job</b>	Transition to employment, transition to work. Work skills, workability, individual employments support, employment preparation, assistance in employment (ADE).
<b>NDIS Improved Relationships</b>	Intensive behaviour intervention, development and monitoring of management plan. Positive behaviour management strategies, individualised social skills development.
<b>NDIS Improved Health and Wellbeing</b>	Exercise physiology, personal training, dietitian consultation and plan development.
<b>NDIS Improved Learning</b>	Transition through school and to further education.
<b>NDIS Improved Life Choices</b>	Financial intermediary- setup costs, training in planning and plan management, building financial skills, organisational skills, and enhancing the participant's ability to direct their supports and/or develop self-management capabilities.
<b>NDIS Improved Daily Living</b>	Assessment, training, development and/or therapy to assist in the development of, or increase in skills for independence and community participation and therapeutic supports.



## Privacy notice

The Department of Child Safety, Seniors and Disability Services (the department) is collecting, using and disclosing your personal information under the *Disability Services Act 2006* (Qld) (the Act). The department also manages personal information in accordance with the *Information Privacy Act 2009* (Qld) (IP Act).

Your lodgement of a Disability Worker Screening application will involve the collection of your personal information. Your personal information is collected for the following purposes:

- to verify your identity, verification of you as a user and for security purposes
- to contact you in relation to your application for a clearance;
- process your application and determine your eligibility to hold a clearance;
- produce and issue your clearance card;
- monitor your ongoing eligibility to hold a clearance; and
- administering the disability worker screening system and meeting your obligations under the Act.

Your personal information (including the current status of your application or clearance) may also be disclosed to:

- prescribed entities, notifiable persons, potential employers and other government agencies;
- police for the purpose of obtaining police information in accordance with the Act;
- courts, and regulatory, governing, disciplinary or supervisory bodies, other Australian agencies responsible for screening individuals who work or provide services, or propose to do so, for people with disability, children or vulnerable people, including Blue Card Services;
- NDIS Quality and Safeguards Commission;
- universities, other training institutes, recruitment agencies, placement companies and online matching services for the purpose of endorsing your clearance;
- TMR to verify identity and arrange for production of the physical clearance card;
- third parties which produce the physical clearance card; and
- the Department's Information and Communication Technology service providers for the purpose of system support and development.

The department and Blue Card Services collect and share personal and sensitive information for the purposes of the operation of the disability worker screening and the blue card systems. For example, the department may share your personal information with the Blue Card Services under the Act and the *Working with Children (Risk Management and Screening) Act 2000* to:

- establish a match with your Blue Card record;
- obtain information from Blue Card Services in relation to the working with children eligibility assessment undertaken by Blue Card Services, including the assessment outcome and your ongoing eligibility to hold a Working with Children authority (blue or exemption card);
- notify Blue Card Services of the outcome of your Disability Worker Screening application and your ongoing eligibility to hold a disability worker screening clearance;
- send and receive information or documents relevant to the assessment of your eligibility to hold a disability worker clearance or a blue/exemption card.

The department will not disclose personal information to other third parties except in accordance with the Act and the IP Act or as authorised or required by law.

Your personal information may be transferred overseas in the following circumstances:

- where a user accesses the department's online services system whilst overseas (if applicable);
- where a service provider who provides support services for the system has servers located overseas (if applicable); and
- for the purpose of production of the physical card.

If you access the department's online services from outside Australia, you will be transferring your personal information overseas, at least to the device you use at the time you are accessing the online services.


By lodging an application for the purpose of Disability Worker Screening, you are consenting to your personal information being disclosed to the usual parties to whom the department discloses personal information under the DSA, as amended.

Your information may also be disclosed with your consent or as otherwise authorised or required by law.


Human Rights Section 58 of the *Human Rights Act 2019* (Qld) requires public entities to act compatibly with human rights. The Department will give proper consideration to relevant human rights in its decision making.

Please read the department's Disability Worker Screening, Information Management Policy located at <http://workerscreening.communities.qld.gov.au/> for more information about how the department manages and stores your personal information.

Department of Child Safety, Seniors and Disability Services

 PO Box 10179, Brisbane Adelaide Street QLD 4001

 [workerscreening@dssdsatsip.qld.gov.au](mailto:workerscreening@dssdsatsip.qld.gov.au)

 1800 183 690

 07 3097 7201