



# Application for Employment (Teaching Staff)

**Please complete this form and attach it to your application by the advertised positions closing date.**

**Also to be included in your application is:**

- A letter of application addressing the criteria and job description
- A philosophy of 21<sup>st</sup> century Learning Statement

## 1. POSITION

Position applying for .....

## 2. PERSONAL DETAILS

Family Name .....

Given Name/s .....

Title (Mr/Mrs/Ms/Miss/Dr) .....

Date of Birth ..... Sex .....

Home Address .....

Postal Address .....

Mobile Phone ..... Home Phone .....

Email .....

Country of Citizenship .....

Australian Residency  Yes  No

Religion .....

Parish Attended .....

## 3. EMPLOYMENT REFEREES (one of whom must be your current employer)

Referee 1: Full Name .....

Position/Organisation .....

Phone Number .....

Referee 2: Full Name .....

Position/Organisation .....

Phone Number .....

Referee 3: Full Name .....

Position/Organisation .....

Phone Number .....

**4. EDUCATION**

**Secondary Education**

Highest Award .....  
School Attended .....  
Year of Award .....

**Tertiary Education**

Name and Location of Institution .....  
Award Conferred .....  
Years of Attendance ..... Date Conferred .....

Name and Location of Institution .....  
Award Conferred .....  
Years of Attendance ..... Date Conferred .....

Name and Location of Institution .....  
Award Conferred .....  
Years of Attendance ..... Date Conferred .....

**Teaching Qualifications**

I am qualified to teach .....  
Teaching subject areas .....

**Significant, Recent and Relevant Professional Development (within the last 5 years)**

Name and Location of Institution .....  
Award Conferred (if applicable) .....  
Years of Attendance ..... Date Conferred .....

Name and Location of Institution .....  
Award Conferred (if applicable) .....  
Years of Attendance ..... Date Conferred .....

Name and Location of Institution .....  
Award Conferred (if applicable) .....  
Years of Attendance ..... Date Conferred .....

Name and Location of Institution .....  
Award Conferred (if applicable) .....  
Years of Attendance ..... Date Conferred .....

**5. EMPLOYMENT HISTORY**

Current Teacher Classification (e.g ST1, 4YT-STEP 6) .....  
Independent Schools Teacher Accreditation Authority (ISTAA) Status (as applicable) .....  
Year in which Status Conferred (as applicable) .....

**Present Employment**

Name of School/College/Employer .....  
Address of Employer .....  
Name of Principal/Employer .....  
Current Employment Start Date .....  
Current Position .....  
Other Positions held with present Employer .....  
Current Salary .....

**Past Employment (in reverse order from most recent employer)**

*N.B. Where part-time teaching is listed, please indicate your FTE load.*

Name and Address of Employment .....  
Positions Held/Classes Taught .....  
Date (from - to) .....

Name and Address of Employment .....  
Positions Held/Classes Taught .....  
Date (from - to) .....

Name and Address of Employment .....  
Positions Held/Classes Taught .....  
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Positions Held/Classes Taught .....  
Date (from - to) .....

Name and Address of Employment .....  
Positions Held/Classes Taught .....  
Date (from - to) .....

## 6. TEACHER ACCREDITATION (under the Institute of Teachers Act 2004)

New scheme teachers (including newly graduated teachers, interstate and overseas teachers) intending to teach for the first time in NSW from 1 October 2004 must meet the requirements of the NSW Institute of Teachers. In addition, qualified teachers returning to teaching in NSW after an absence of five years or more (also deemed new scheme teachers) must meet the requirements of the NSW Institute of Teachers. Further information is available from the Institute of Teachers' website [www.nswteachers.nsw.edu.au](http://www.nswteachers.nsw.edu.au)

- Are you accredited with the Institute of Teachers  Yes  No
- If yes, please provide your accreditation number .....
- If yes, please provide your accreditation level .....
- If yes, please identify the Teacher Accreditation Authority .....
- I was qualified and teaching (NSW Board of Studies subjects) in NSW at some time during the five years before 1 October 2004  Yes  No
- My application is now with the Institute of Teachers  Yes  No
- I am unaware of the Institute of Teachers and its requirements  Yes  No
- I will be joining the Institute of Teachers with the application  Yes  No

## 7. EMPLOYMENT SCREENING

New regulations regarding the *Working with Children Check* came into use in April 2013. As such, all prospective employees must now acquire a *Working with Children Check Clearance Number* prior to being employed in child related work. Please refer to the NSW Government Office of Communities Commission for Children website for further information <http://kids.nsw.gov.au/kids/working/newcheck/gettinganewcheck.cfm>

Working with Children Clearance Number .....

Please attach the relevant documentation to your application.

- Have you ever had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled or suspended or withdrawn in Australia or any other country?  Yes  No
- Have you ever been refused registration, accreditation, licensing or classification as a teacher in Australia or any other country?  Yes  No
- Have you ever been dismissed or asked to resign as a teacher in Australia or any other country?  Yes  No
- Have you ever (or are you currently) the subject of disciplinary proceedings (or any action that might lead to such proceedings) in relation to your employment in Australia or any other country?  Yes  No
- Have you ever been convicted of an offence carrying a penalty and imprisonment?  Yes  No

*If you have answered YES to any of the above questions, please attach details.*

## 8. DECLARATION

Do you have any illness/injury/health problem that may render you unable to carry out the inherent requirements of the position?  Yes  No

Do you have a Workers' Compensation illness/injury that may render you unable to carry out the inherent requirements of the position?  Yes  No

*If you have answered YES to either of the above questions, please attach details.*

I certify that the information provided by me in this application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or the termination of any employment that may be offered.

Signature ..... Date .....

## 9. ATTACHMENTS

Listed below are documents relevant to your application. Please submit copies that have been verified as true copies of the original by either a Justice of the Peace or a Solicitor.

Please note that copies are required of all applicable documents (please tick where attached).

- '100 point' proof of identity (e.g. passport, birth certificate and driver's license / Medicare card)
- Proof of citizenship / Australian residency (e.g. birth certificate, passport, visa)
- University or College final transcript of academic results including eligibility for Award
- Teaching Qualifications
- Other Degrees, Diplomas or Certificates including First-Aid Certificates (if applicable)
- Statement(s) of Service showing
  - a) Commencement Date
  - b) Termination Date
  - c) Whether service was full-time or part-time or casual
  - d) For part-time or casual service, details of hours/days worked
- Evidence of teacher classification
- Evidence of ISTAA accreditation (if applicable)
- Working with Children Check Clearance Number
- Details of any relevant employment screening matters
- Details of any relevant illness/injury
- Details of any relevant Workers Compensation illness/injury

*Documents of unsuccessful applicants will be securely destroyed six months after the position is filled.*