



Stella Maris

COLLEGE MANLY

Application for Employment (Teaching Staff)

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

Please check that your application for the advertised position includes:

- A cover letter that addresses the selection criteria
- A statement that addresses your philosophy on teaching and learning in relation to the position's role description
- Details of your qualifications and experience
- Details of your current 'Working With Children' Clearance that is required to be considered for the advertised position
- A copy of your NESA Teacher Summary Report that details your current NESA accreditation level, status and maintenance due date

1. POSITION

Position applying for

Where did you first hear about this job?

- seek.com.au teachers.on.net au.education.hq
 The Sydney Morning Herald The Manly Daily Other (please specify below)
 Stella Maris College website Stella Maris College staff

2. PERSONAL DETAILS

Family name

Given name/s

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

Date of birth Gender

Home address

Postal address

Mobile phone Home phone

Email

Country of citizenship

Australian residency Yes No

Religion

Parish attended

3. EMPLOYMENT REFEREES

Please provide three employment references. One must be your current principal and one must be a colleague operating at similar level of responsibility in teaching and learning e.g. classroom teacher, or teacher leader.

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

Teaching Qualifications

I am qualified to teach

Teaching subjects	Stages

Tertiary education (in order from most recent qualification)

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

Name and location of institution

Award conferred

Years of attendance Date conferred

Secondary Education

Highest award
School attended and location
Year of award

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 per supporting documentation)

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 order from most recent employer)

N.B. Please indicate your FTE load if part-time listed.

Name and address of employer
Positions held/classes taught
Date (from - to) and FTE load
Name and address of employer
Positions held/classes taught
Date (from - to) and FTE load
Name and address of employer
Positions held/classes taught
Date (from - to) and FTE load
Name and address of employer
Positions held/classes taught
Date (from - to) and FTE load

6. TEACHER ACCREDITATION

All teachers must meet [NESA requirements](#). This includes pre-service teachers awaiting confirmation, and qualified teachers who are newly graduated, from interstate or overseas teachers, or returning to teaching in NSW after an absence of five years or more.

NESA Teacher Summary Report

Please download from eTAMS and attach your NESA Teacher Summary Report to confirm the below details.

- NESA accreditation number
- NESA accreditation level
- PT to be achieved by (as applicable)
- Current maintenance period ends (as applicable)
- Membership status

NESA Progress Report for Accredited Teacher

Please download from eTAMS and attach your NESA Progress Report for Accredited Teacher to confirm your recent professional development activity within the last 5 years.

Jurisdictions Outside NSW – Recent and Relevant Professional Development

For teachers recently working in jurisdictions outside NSW within the last 5 years, please outline and provide supporting evidence of recent and relevant professional development activities.

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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.

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)
- Evidence of meeting NESAS requirements:
 - a) NESAS teacher summary report; or
 - b) NESAS progress report for accredited teacher; or
 - c) Report of recent and relevant professional development activities (jurisdictions outside NSW)
- 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 Independent Schools Teacher Accreditation Authority (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.