

# APPLICATION FOR EMPLOYMENT AS A TEACHER

**Independent Schools NSW Standards Model (Teachers)  
Multi Enterprise Agreement 2015-2017**

## 1. SCHOOL AND POSITION

Position of:

Name of School:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>Primary</b><br><input type="checkbox"/> <b>Permanent</b><br><input type="checkbox"/> <b>Full-time</b> | <input type="checkbox"/> <b>Secondary</b><br><input type="checkbox"/> <b>Temporary</b><br><input type="checkbox"/> <b>Part-time</b> | <input type="checkbox"/> <b>Casual</b> |
|---|---|--|

## 2. PERSONAL DETAILS

Surname:

Given name/s:

Title:

Date of birth:

Sex:

Former names (if applicable):

Permanent address:

Postcode:



Address for correspondence:

*(if different from above)*

Postcode:



Telephone numbers:

Private:

Work:

Mobile:

Email:

Country of Citizenship:

Australian Resident:

YES

NO

Church currently attending:

How long:

WWC Clearance Number:

WWC Verification Website:

WWC Expiry Date:

### 3. EDUCATION

#### SECONDARY EDUCATION

| Highest Award | School Attended | Year of Award |
|---------------|-----------------|---------------|
|               |                 |               |

#### TERTIARY EDUCATION (including current incomplete courses):

| Name and Location of Institution | Years of Attendance | Award Conferred | Date Conferred |
|----------------------------------|---------------------|-----------------|----------------|
|                                  |                     |                 |                |
|                                  |                     |                 |                |
|                                  |                     |                 |                |
|                                  |                     |                 |                |

#### TEACHING QUALIFICATION - I am qualified to teach:

Infants       Primary

Secondary – Teaching Subjects:

#### SIGNIFICANT, RECENT & RELEVANT PROFESSIONAL DEVELOPMENT (in general, within the last 5 years):

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

**4. EMPLOYMENT HISTORY****PRESENT EMPLOYMENT:**

Name of Employer:

Address of Employer:

Postcode:

Name of Manager:

Commencement Date:

Current Position:

Other Position(s) Held with Present Employer:

Current Salary:

**PAST EMPLOYMENT:** (in reverse order from most recent employer)

| From | To | Name and Address of Employment | Full-Time/Part-Time/Casual | Years Completed* |
|------|----|--------------------------------|----------------------------|------------------|
|      |    |                                |                            |                  |
|      |    |                                |                            |                  |
|      |    |                                |                            |                  |
|      |    |                                |                            |                  |
|      |    |                                |                            |                  |
|      |    |                                |                            |                  |

\* Where part-time teaching is listed, please note your FTE load.

\* Part-time and casual teaching will only be included in calculation of service where appropriate evidence is supplied.

**Teacher Classification  
as at 31 December 2010 (eg ST1, Step 6):****Independent Schools Teacher Accreditation  
Authority (ISTAA) status (as applicable):****Year in which status conferred (as applicable):**

## 5. 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 or more years (also deemed new scheme teachers) must meet the requirements of the NSW Institute of Teachers. Further information is available from the 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:

If you cannot provide an accreditation number please indicate the reason below:

I was qualified and teaching (NSW Board of Studies subjects) in NSW,  
at some time during the five years before 1 October 2004

My application is now with the Institute of Teachers

I am unaware of the Institute of Teachers and its requirements

I will be joining the Institute of Teachers with this application

## 6. EMPLOYMENT SCREENING

Teaching positions are child-related employment. Child protection legislation requires preferred applicants to be subject to employment screening.

*A Prohibited Employment Declaration and Employment Screening Consent Form* is to be returned with this application, and is attached.

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 of imprisonment?

 Yes

 No

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

## 7. 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

*If you have answered Yes to the above question, 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.**

**APPLICANT'S SIGNATURE**

**DATE**

## 8. 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.

- 1. '100 point' proof of identity (e.g. passport, birth certificate & licence/Medicare card)
  - 2. Proof of citizenship / Australian residency (e.g. birth certificate, passport, visa)
  - 3. University or College final transcript of academic results indicating eligibility for Award
  - 4. Teaching Qualification
  - 5. Other Degrees, Diplomas or Certificates including First-Aid Certificate (if applicable)
  - 6. Statement(s) of service showing:
    - a) commencement dates
    - b) termination dates
    - c) whether service was full-time or part-time or casual
    - d) for part-time or casual service, details of hours/days worked
  - 7. Evidence of teacher classification as at 31 December 2010
  - 8. Evidence of ISTAA accreditation
  - 9. Working with Children Check Clearance number
  - 10. Details of any relevant employment screening matter
  - 11. Details of any relevant illness/injury
- Please return my documents, as appropriate, if my application is unsuccessful***