



Application for Employment – Casual/Temporary Teacher

Please complete this form and email to employment@ccrss.nsw.edu.au with supporting documentation.

Please indicate the position you are applying for

PERSONAL DETAILS	
Surname:	First Name:
Preferred Name:	Title:
Address:	
Telephone Daytime:	Mobile:
Email:	

CITIZENSHIP	
Citizenship(Country):	Passport Number (if applicable):
International Applicants (Please provide details of Visa/Approval to work in Australia)	

QUALIFICATIONS (Note: Certified copies to be proved if successful for interview)		
Are you qualified to teach?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Early Childhood	<input type="checkbox"/> Primary	<input type="checkbox"/> High School
Teaching areas/Preferences:		

TERTIARY EDUCATION (including current and incomplete courses)

Please provide copies of academic transcripts. Please provide certified copies of evidence that qualifications gained overseas are recognised by the NSW Teachers Institute.

Name & Location of Institution	Award Conferred	Year Completed

PROFESSIONAL DEVELOPMENT AND TRAINING COURSES

Please list significant Professional development Training courses undertaken in the past five years

Name of Course	Provider/Institution	Year of Course	Award (if applicable)

EMPLOYMENT DETAILS

Year Commenced Teaching:

School of last permanent appointment (if applicable):

Teaching Subjects/areas:

Other areas you are prepared to teach:

Days available/unavailable

PAST EMPLOYMENT

Date From	Date To	Name and Address of Employer	Full-time, Part-time Temporary or Casual

ACCREDITATION INFORMATION		
Did you teach before 1 October 2004?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, have you taught in the past 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NSW Institute of Teachers No. (NESA) <i>(Please provide a certified copy of your NSW Teachers Institute Accreditation or card)</i>		
NSW Teachers Institution Accreditation (if Applicable)		
Are you a financial member of the NSW Teachers Institute (NESA)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

REFEREES

Please provide the contact details of at least three referees whom you consent to us contacting prior to employment:

Name	Company/Position/Relationship	Contact Details

WORKING WITH CHILDREN CHECK

Positions in schools are child related positions. Should your application be successful, you will not be employed until you have provided your “Working With Children” clearance number and clearance date for verification by the School. For more information on the process involved, please visit <http://www.newcheck.kids.nsw.gov.au>

If you have a WWCC Number, please provide:

DECLARATION BY APPLICANT		
Have you ever had your registration, licensing or classification as a teacher cancelled or suspended 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 asked to resign as a teacher in Australia or any other country?	Yes	No
Have you ever been (or are you currently) subject to disciplinary 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 or imprisonment?	Yes	No
Do you have any illness/injury/health problem that may render you unable to carry out the requirements of the desired position?	Yes	No
Do you have a Workers Compensation illness/injury that may render you unable to carry out the requirements of the desired position?	Yes	No
I have objections to the school contacting past or current employers or referees to provide information relevant to my employment and this application. Further, I acknowledge that a criminal record may affect the decision of the school to employ me. I also understand that any offer of employment is subject to clearance newcheck.kids.nsw.gov.au	Yes	No

If you have answered 'yes' to any of the above questions, please provide details:

.....

Please provide any other information that you identify as being pertinent to this application (eg medical conditions, disabilities)

.....

APPLICANT'S SIGNATURE

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organisation. I understand that this application does not constitute an offer of employment. I understand that, in some cases, police and credit checks will be required and I will be notified if this applies to this application.

NAME:

SIGNATURE:

DATE:

EMPLOYMENT DOCUMENT CHECKLIST

Listed below are documents that may be relevant to your application. Appropriate documents will be required at your interview. You must bring originals of these documents with you, if you are invited to attend an interview. Please provide a copy of all documents below, for the school's records.

- Resume and covering letter
- 100 point identification (usually current photo driver's licence and birth certificate or current passport)
- Academic Transcript (Degrees, Diplomas or Certificates)
- Proof of citizenship/Australian Residence (usually birth certificate, passport or visa)
- Statement of Service showing commencement dates, termination dates, whether service was full-time, part-time or casual
- No. Institute of Teachers Number and Accreditation Documentation
- Signed Employment Collection Notice
- Current First Aid Certificate (if applicable)

EMPLOYMENT COLLECTION NOTICE

In applying for this position you will be providing Central Coast Steiner School with personal information. Our contact details are as follows:

Address: 10 Catamaran Road
FOUNTAINDALE NSW 2258
Phone Number: 02 4362 3400
Email Address: employment@ccrss.nsw.edu.au

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

The School's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP's) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent.

We are required to collect information under Child Protection Laws.

The School may store personal information in the "cloud", which may mean that it resides on servers which are situated outside of Australia.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

I have read and understand the above Employment Collection Notice.

NAME:

SIGNATURE:

DATE: