



APPLICATION FOR EMPLOYMENT AS A TEACHER
(under the SASC or SASL Teachers Agreement 2006-2010)

(Please complete this form and mail to the Principal, or the person specified in the advertisement, by the advertised closing date.)

For permanent and temporary appointments, this application should be supported by a letter addressing the criteria/position requirements.

1. SCHOOL AND POSITION

POSITION OF: _____

NAME OF SCHOOL: _____

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

2. PERSONAL DETAILS

FAMILY NAME: _____

GIVEN NAME/S: _____

TITLE (MR MRS MS MISS DR): _____ DATE OF BIRTH: _____ SEX: _____

FORMER NAMES (IF APPLICABLE): _____

PERMANENT ADDRESS: _____

POSTCODE: _____

ADDRESS FOR CORRESPONDENCE: _____

POSTCODE: _____

TELEPHONE NUMBERS:

PRIVATE: _____ WORK: _____ MOBILE: _____

E-MAIL: _____

COUNTRY OF CITIZENSHIP: _____ AUSTRALIAN RESIDENCY: Yes / No

CHURCH ATTENDED CURRENTLY: _____ FOR HOW LONG: _____

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 SCHOOL/PLACE OF EMPLOYMENT: _____

ADDRESS OF SCHOOL/PLACE OF EMPLOYMENT: _____

POSTCODE: _____

NAME OF PRINCIPAL/EMPLOYER: _____

CURRENT EMPLOYMENT – STARTING 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*	DAYS 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 2006 (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.

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 an *Employment Screening Consent Form* are to be returned with this 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.

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

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.

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 the 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 & license/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 2006
- 8. Evidence of ISTAA accreditation
- 9. Prohibited Employment Declaration
- 10. Working with Children Check Employment Screening Consent
- 11. Details of any relevant employment screening matter
- 12. Details of any relevant illness/injury
- 13. Details of any relevant Workers Compensation illness/injury

Please return my documents, as appropriate, if my application is unsuccessful.

6.4 PROHIBITED EMPLOYMENT DECLARATION



The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment.

It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under *Commission for Children and Young People Act 1998*:

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

ATTACHMENT 4 (CONTINUED)

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.



I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

All fields must be completed. Please use block letters.

Name: _____

Aliases (previous/other names): _____

Date of birth: _____

Signature: _____

Date: _____ Contact telephone number: _____

Contact Email: _____

NOTE: Seek legal advice if you are unsure of your status as a prohibited person.

THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER

ATTACHMENT 5

6.5 WORKING WITH CHILDREN BACKGROUND CHECK CONSENT



All fields must be completed. Please use block letters.

Family name: _____

Given name(s): _____

Previous names/aliases: _____

Date of birth: _____ Gender: (Please tick) Male Female

Place of birth (city, state, country): _____

Identifying document type (e.g. driver's licence/passport): _____

Identifying document number: _____

Address: _____

Suburb/Town: _____ State: _____ Postcode: _____

Contact telephone number: _____ Contact Email: _____

Title of position applied for: _____

Type of position (Please tick):

Paid employee Religious leader/spiritual official of a religion Foster carer

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. a national criminal record check for charges and/or convictions (including spent convictions) for:

- any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
- any child-related personal violence offence;
- any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;

punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court; or
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

ATTACHMENT 5 (CONTINUED)

2. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and
3. a check for relevant employment proceedings involving an act of violence committed in the course of employment and in the presence of children or reportable conduct. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.



I understand that a conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child-related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a Registrable person under the Child Protection (Registrable Offenders) Act 2000, I am prohibited from child-related employment.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk.

I acknowledge that:

- the above information and any information obtained during the Working With Children background check may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People or any Approved Screening Agency may share the information obtained during the Working With Children background check with each other to support further estimates of risk arising from additional Working With Children background checks;
- the outcome of an estimate of risk conducted with information obtained through the Working with Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Name: _____

Signature: _____ Date: _____

NOTE: This form is to be kept by the employer.