**PERMANENT AND TEMPORARY TEACHER APPLICATION FORM**

**(to be completed for ALL permanent and temporary positions)**

School Principals are delegated employers of the Director of Schools within the Diocese of Broken Bay and are therefore afforded the responsibility of employing teachers and support staff to work in their schools. School recruitment and selection processes are fair and robust and the information applicants provide in this application form assists in the selection of a suitable candidate for the advertised position.

This application form is to be completed for all permanent and temporary positions applied for, within the same school or other schools. In the event that multiple applications are to be made, it is satisfactory that copies of the form can be submitted with adjustments to *Section A*. It is also appropriate for scanned or photocopied certified copies of documents be provided as evidence with this application. Applicants may be requested by the school to bring original documents with them to interview.

**All** **new teachers** to the diocese are required to complete each section of this application form and submit it, together with all supporting documentation, to the school.

**Current teachers** of the diocese may not see the need to complete some sections of the form, however to ensure applications are handled fairly, existing employees are required to provide historical information so the selection panel can make well informed decisions regarding the progression of an application.

All applicants should be aware that certain answers to child protection, NESA and/or declarations (sections E, F, G and H) questions may result in the school seeking clarification from the Human Resource Services team at the Catholic Schools Office (CSO) before progressing an application. Applicants will be notified by the school if this occurs.

**Applications for permanent and temporary positions must be supported by a letter addressing the criteria/position requirements set out in the advertisement.**

***All applications will be handled confidentially within the school where the application was received until such time that a preferred applicant for the position is selected. Following this the application form will be sent to the CSO’s Human Resource Services team to complete work eligibility checks, job/pay data set up in the Payroll/HR Information System and the contract of employment (if applicable).***

***Applicants are not eligible to work until the pre-employment checks have been successfully completed by the CSO’s Human Resource Services.***

***Please note that your classification and pay scale will depend on your personal circumstances and may be different to your classification and pay scale with your current employer.***

**If you wish to apply for casual teaching positions, please download and complete the 2018 Casual Teacher Application Form instead.**

**SECTION A – TEACHER JOB APPLICATION**

1. Type of work I am applying for:

**Permanent**  **Temporary**

1. Name of school where I am applying for work:
2. Position/s I am applying for (please reference the advertised job title/s):

**SECTION B – WORKPLACE CURRENCY**

1. Are you currently employed as a teacher in Broken Bay or have worked in a Broken Bay school within the last 6 months?

**Yes** (Please complete this section) **No**  (Please go to 5. below)

1. Current/most recent school name:
2. Broken Bay Employee ID:
3. Current salary step:

**OR**

1. Are you currently employed as a teacher in another NSW Catholic Diocese or have worked in another NSW diocesan school (within NSW) in the last 6 months?

**Yes** (Please complete this section) **No** (Please do to Section C)

1. Current/most recent school name:
2. Current salary step:
3. Do you intent to apply for leave portability from your current employer? **Yes**  **No**

**SECTION C – PERSONAL DETAILS**

1. Title (MR MRS MS MISS DR SR BR):
2. Surname:
3. Given Name/s:
4. Preferred Name:
5. Former Names (if applicable):
6. Residential Address with P/code:
7. Mailing address with P/code:
8. Home phone:
9. Mobile:
10. E-mail:
11. Preferred contact method: **Home phone**  **Mobile**  **Email**
12. Date of Birth:
13. Country of Birth:
14. Nationality:
15. Are you of Aboriginal descent? **Yes**  **No**  **and/or**

Torres Strait Islander descent? **Yes**  **No**

1. Current VISA Class (if applicable):
2. VISA reference number (if applicable):
3. Visa Entitlement Verification Online (VEVO) (if applicable):
4. Religion:
5. Current Parish (incl. suburb):

|  |  |
| --- | --- |
| Where did you see this role advertised? | Teachers on Net  Seek  CSO Website  Cath News  Other: *Please specify:* |

**SECTION D – EDUCATION**

***TERTIARY* *EDUCATION (inclusive of Religious Education study and/or current incomplete courses):***

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| --- | --- | --- | --- |
| **Name and Location of Institution** | Years of Attendance | **Qualification Gained** | **Date Awarded** |
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**Certified Copies of Official Academic Transcripts must be provided with this application**

***SIGNIFICANT, RECENT AND RELEVANT PROFESSIONAL DEVELOPMENT (within last 10 years):***

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| **Name and Location of Institution** | Years of Attendance | **Qualification Gained** | **Date Awarded** |
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**Certified Copies of any Certificates/Awards etc. must be provided with this application**

***TEACHING QUALIFICATION*** – I am qualified to teach (tick those that apply):

Infants  Please go to Section E

Primary  Please go to Section E

Secondary  Please complete this section:

Subjects eligible to teach:

**SECTION E – EMPLOYMENT HISTORY**

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| ***Teaching Record*** | | | | | | | | | | |
| *Official statements of service must be certified and submitted to verify the information provided below. Statements* ***must*** *include start date, completion date, whether the service was full-time, part-time or casual, and if any leave without pay was taken. If the service was not full-time, the number of days worked is required.* ***References******are not sufficient.***  *Please list positions held, commencing with the current or most recent.* | | | | | | | | | | |
| **Name of school (incl. suburb)** | **Date** | | | **Full-time Part-time Casual** | **Positions Held (include Classes Taught)** | **Reason for resignation/ termination** | **Number of complete** | | | |
| **From** | **To** | | **Years** | **Terms** | **Weeks** | **Days** |
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| **Total years of teaching experience:** | **Primary:** *(full years)* | |  | | |  | **Secondary:** *(full years)* | |  | |

**SECTION E – EMPLOYMENT HISTORY (cont’d)**

***EXPERIENCES OF SPECIAL RESPONSIBILITY:***

**Provide detail on recent positions of special responsibility you have held:**

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| ***Employment other than teaching*** | | | | | |
| *(For information purposes only)* | | | | | |
| **Name of employer** | **Date** | | **Full-time Part-time Casual** | **Positions Held** | **Reason for resignation/ termination** |
| **From** | **To** |
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**SECTION F – NOMINATED REFEREES**

It is essential to nominate your **two most recent employers** (i.e. present principal and past principal). If you are a new graduate referees can be practicum supervisors. Applicants are encouraged to include a parish priest/pastor as the third referee. Please do not provide personal referees.

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| **Referee** | **Name** | **School/Organisation** | **Position** |
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| 2 |  |  |  |
| 3 |  |  |  |

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| **Referee** | **Email address** | **Phone Number/s** |
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**POTENTIAL CONFLICTS OF INTEREST**

Are you aware of any potential conflicts of interest, either real or perceived, which may arise if you are successful in obtaining the position you have applied for?

No  Yes

*If you answered yes, please explain:*

**SECTION G – NSW EDUCATION STANDARDS AUTHORITY ACCREDITATION**

The NSW Education Standards Authority (NESA) is responsible for supporting quality teaching in NSW.

To work as a teacher in a NSW school, you must be accredited by NESA.

The first step in the accreditation process is applying for Conditional or Provisional Accreditation. This application is made directly to NESA. Please visit the NESA website for further details <http://educationstandards.nsw.edu.au/wps/portal/nesa/home>

**Please answer the following questions:**

1. What is your NESA accreditation number?
2. What is your NESA accreditation level?

*Conditional* Have you completed your teaching degree course?

**Yes** *(Please go to No 3 below)* **No**

**If you have answered "No", you are not eligible to apply for a permanent or temporary position until you can provide an academic transcript showing "course complete" or your conferral date.**

*Provisional*

*Proficient*

*Highly Accomplished*

*Lead*

1. What date did you achieve accreditation at this level?
2. What is your ‘achieve by date’ for accreditation or end of maintenance period?
3. Is your membership status ‘active’ Yes  No

*See your online NESA account.*

**If you answered "no", please contact NESA as you are currently not eligible to teach.**

1. Are you currently financial with NESA? Yes  No

*Attach copy of your NESA identification card evidencing financial currency*

**If you answered "no", please contact NESA to pay your fee as you are currently not eligible to teach.**

***Please attach a copy of the following documents:***

1. **2018 NESA card or payment receipt**
2. **Current Teacher Summary Report** (see your online NESA account) which will show your:

* name
* NESA accreditation number
* current level of accreditation
* date you achieved accreditation at this level
* achieve by date / end date for maintenance period
* ‘Active’ membership status

**SECTION H – CHILD PROTECTION & WORKING WITH CHILDREN CHECK**

Teaching positions are child-related work and legislation requires preferred applicants to be subject to a Working with Children Check (WWCC).

Anyone applying for a teaching position is required to apply for a check and provide their WWCC number.

To apply for a WWCC:

1. fill in an online form at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) or call the helpline to have someone fill in a form for you

and

1. take the application number to the [Service NSW](https://www.service.nsw.gov.au/), pay the fee (if applicable) and have your identity confirmed (you will need to take [appropriate identification](http://www.rms.nsw.gov.au/roads/licence/identity/index.html) with you)

Certified documentation which satisfies the ‘100 point check identification’ check will also need to be provided with this application. In most cases, certified copies of a birth certificate or passport as well as a driver’s licence will suffice.

**Please answer the following questions:**

1. Please provide your Working with Children Check Number:
2. Are there any relevant (child-related) criminal charges or convictions on your record?

Yes  No

**If yes** please give a brief description:

***Subject of an allegation***

1. ***(For NSW applicants)*** Have you ever been the subject of a child protection investigation involving an allegation of ‘reportable conduct’ (sexual offence/misconduct, assault, ill treatment, neglect or psychological harm of a child)?

Yes  No

**If yes** please give a brief description:

1. ***(For applicants outside of NSW)*** Have you ever been the subject of a serious allegation regarding harm to a child that resulted in a notification to a statutory authority under the local child protection legislation?

Yes  No

**If yes** please give a brief description:

1. Have you ever been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm?

Yes  No

**If yes** please give a brief description:

1. Are you aware of any reason or concern, held by another person, which may make you unsuitable to work in child related employment?

Yes  No

**If yes** please explain:

***Please contact the CSO’s Child Protection Administrative Support on (02) 9847 0618 if you have any queries.***

**SECTION I – GENERAL INFORMATION**

1. *COMMUNITY INVOLVEMENT -* Provide detail on areas in which you have been involved in your parish and/or community:

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1. *PROFESSIONAL ASSOCIATIONS -* List any professional associations of which you are a member, and comment on your involvement (if any):

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1. *OTHER EXPERIENCES -* Provide detail of other experiences you consider relevant to this application:

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1. CRIMINAL CONVICTION - Have you ever been convicted of any criminal offence?

Yes  *please give details below* No

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1. DISCIPLINARY ACTION - During the last 5 years have you ever been the subject of formal disciplinary action and/or a formal process relating to your performance as a teacher by a school employer? If yes, provide details.

Yes  *please give details below* No

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1. GENERAL STATE OF HEALTH –
   1. Do you have any illness/injury that may impact on your capacity to perform the inherent requirements of the position, or that may be aggravated by the duties of this position?

Yes  *please explain below* No

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* 1. Do you have a Worker’s Compensation illness/injury that would render you unable to carry out the inherent requirements of the position?

Yes  *please explain below* No

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* 1. Is there any other information regarding your health history that may need to be known when considering your application for employment?

Yes  *please explain below* No

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***Note: Prior to the offer of any appointment, an applicant may be required to undergo a medical examination by a practitioner nominated by the Director of Schools if it is envisaged that it may affect the applicant’s capacity to carry out the role. In accordance with the declaration in the Application Form if an applicant does not meet the requirements on medical grounds the appointment may not proceed.***

**SECTION I – CREDIT FOR PRIOR TEACHING SERVICE**

In accordance with clauses 15.4 and 15.5 of the 2017 New South Wales & Australian Capital Territory Catholic Systemic Schools Enterprise Agreement (the “EA”), you may be eligible to apply for credit for prior teaching service. To assess your eligibility, the following documentation is required:

**For teaching service at registered Australian schools:**

**Certified copy** of a statement of service issued on Education Authority letterhead and including the following details: Your name, the start and end date of your teaching service, if the service was full-time, part-time or casual, and if any leave without pay was taken. If your service was part-time or casual, the number of days worked is also required.

**For teaching service at overseas primary or secondary schools (students aged 5 to 18 years)**

**Certified copy** of a statement of service issued on Education Authority letterhead and including the following details: Your name, the start and end date of your teaching service, if the service was full-time, part-time or casual, and if any leave without pay was taken. If your service was part-time or casual, the number of days worked is also required. The overseas statement of service must also include the start and end date of the relevant school year(s) (excluding holidays in between school years).

***All applications for credit for prior teaching service will be assessed in accordance with the EA.***

**SECTION J – CREDIT FOR FULL-TIME CHILD REARING**

In accordance with clause 15.5 of the 2017 New South Wales & Australian Capital Territory Catholic Systemic Schools Enterprise Agreement (the “EA”), you may be eligible to apply for credit for full-time child rearing if you hold “Proficient” NESA accreditation.

Applications for accreditation of full-time child rearing must be supported by a **Statutory Declaration** detailing the periods of full-time child rearing together with a **certified copy** of the child’s/children’s birth certificate(s).

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| **Child’s name** | **Child’s date of birth** | **Period of full-time child rearing** |
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***All applications for credit for full-time child rearing will be assessed in accordance with the EA.***

I wish to apply for one of the above and I am submitting the following attachments:

Certified copy of statement(s) of service from Australian registered schools

Certified copy of statement(s) of service from eligible overseas schools

Statutory declaration stating the full-time child rearing period(s)

Certified copy of child’s/children’s birth certificate(s)

**SECTION K – EVIDENTIARY CHECKLIST**

Listed below are the documents **required** to complete this application *(some of which must equate to* ***100 points*** *or more)*.

**You are required to submit photocopies or scanned copies that have been verified as true copies of the original by either a Justice of the Peace or a Solicitor (= certified copies) where requested**

*Please tick the boxes next to all the documentation you are submitting as part of your application.*

**Australian trained teachers** **must tick (✓) and submit** **certified copies** any of the following I.D. documents equating to at least 100 points.

Birth certificate (officially translated if not in English) or Current Australian passport **(70 points)** and

Current Australian driver’s licence **(40 points)** or

Current Australian tertiary student I.D card **(40 points)** or

Current Australian issued credit card **(25 points)** and

Other

**Overseas trained teachers** **must tick (✓) and submit** **certified copies** of any of the following I.D. documents equating to at least 100 points.

Current international passport inclusive of work permit (Visa details) **(70 points)** and

Current Australian driver's licence **(40 points)** or

Current Australian tertiary student I.D card **(40 points)** or

International driver’s licence (officially translated if not in English) **(25 points)** and

Current Australian issued credit card **(25 points)**

Other

**All teachers must tick (✓) and submit certified copies of additional documentation as part of the application:**

Marriage or name change certificate (if any supporting document is not in your current name);

Degrees/diplomas/certificates from relevant universities for all courses listed in your education history;

Official transcripts relating to all above indicating current enrolment and courses completed/awarded

(Internet transcripts are **not** accepted);

Records of employment/statements of service (if applicable) to be provided on relevant official

education authority letterhead (Internet printoutsare **not** accepted); (*a statement of service must state your name*

*have a start and end date, if your service was full-time, part-time or casual, and if any leave without pay was taken. If your service was part-*

*time or casual, the number of days worked is also required). For overseas statements of service, the start and end date of the relevant school*

*years (excluding the holidays in between school years) is also required.*

**All teachers must tick (✓) and submit copies of additional documentation as part of the application:**

Working with Children Check number;

Practice Teaching Reports or Reports of Efficiency as a teacher (if an early career teacher)

NESA Teacher Summary Report (if applicable);

Current NESA identification card evidencing financial currency (if applicable).

**Before submitting your application, please ensure that you have completed all sections of the application form and attached copies (certified copies where requested) of all supporting documents listed above.**

**SECTION K – APPLICANT DECLARATION**

I certify that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application.

I understand that the provision of false information may result in the termination of any employment in Broken Bay systemic schools, now or in the future.

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| **APPLICANT’S ELECTRONIC SIGNATURE** | **DATE** |

**Employment Collection Notice**

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| 1. | In applying for this position you will be providing the CSO and nominated schools with personal information. |
| 2. | 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. |
| 3. | The Diocesan School System’s (DSS) Privacy Policy, accessible on the CSO’s website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the school or CSO has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate. |
| 4. | We will not disclose this information to a third party without your consent unless otherwise permitted to. We usually disclose this kind of information to the Catholic Education Commission NSW and the Catholic Commission for Employment Relations. |
| 5. | We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws. |
| 6. | The school or CSO may use online or ‘cloud’ service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider’s servers which may be situated outside Australia. Further information about the school’s or CSO’s use of on online or ‘cloud’ service providers is contained in the DSS Privacy Policy. |
| 7. | If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to us and why. |

You can obtain further information about privacy from:

* the School Principal
* The Privacy Officer  
  Catholic Schools Office  
  P O Box 967  
  Pennant Hills NSW 1715