SCHOOL ADMINISTRATIVE AND SUPPORT (SAS) STAFF
GENERAL ASSISTANTS AND FARM ASSISTANTS

MERIT SELECTION PACKAGE
INFORMATION FOR SELECTION PANEL CONVENERS

Contents

1. Merit Selection Guidelines
2. Selection Panel
3. Panel Composition
4. People with a Disability
5. Conflict of interest
6. Consulting Referees
7. General information regarding the selection committee report:
   • Recommended Applicant Report
   • Eligibility List
   • Applicants NOT Recommended for Appointment
   • Interview Schedule
   • Statistics
   • Shortlisting Report – *(Please note that short listing report must be faxed to the SAS Staffing team 1300 737 338 for approval PRIOR to interview)*
   • Consent to Employment Screening
   • Prohibited Employment Declaration
   • Declaration by Applicant: Health details
   • Sample Letter to successful applicant
   • Sample Letter to unsuccessful applicants but placed on eligibility list
   • Sample Letter to unsuccessful applicants not placed on eligibility list
   • Selection Criteria for Positions Advertised  *(note: common selection criteria no longer apply)*
   • Additional Selection Criteria – School Executive Staff (other than Principals) and School Administrative Managers
   • Application forms for advertised positions
   • Statements of Duties for SAS Staff positions may be downloaded from the following link
     Handbook for Non Teaching Staff In Schools – Section 1.1.3.2
   • DET code of conduct can be downloaded from the following link.
INFORMATION FOR SELECTION PANEL CONVENERS

School Administrative and Support (SAS) Staff
General Assistants (GA) and Farm Assistants (FA)

1. Merit selection guidelines

- Applicants shortlisted for interview need to be given adequate notice, i.e. at least 3 working days.
- Interviews must be held within 10 working days of the closing date for applications.
- Short listing report, signed by all panel members including the first page of the application form for those applicants being short listed for interview must be faxed to the SAS Staffing team on 1300 737 338 for approval to contact short listed applicants PRIOR to interviews being conducted.
- Selection Panel Reports to be faxed to the SAS Staffing Team on 1300 737 338 for approval.
- Conveners to make formal offer to the recommended applicant after approval of the selection panel report is received from the SAS Staffing Team.
- Recommended applicant’s acceptance letter and, if NOT currently a permanent DET employee, Consent to Employment Screening, Prohibited Employment Declaration and Health Details Declaration, to be faxed to the SAS Staffing Team on 1300 737 338.

2. Selection Panel

(Note: from September 2008, there are changed panel composition requirements for General Assistant and Farm Assistant positions - see Section 3).

The Principal (or nominee) forms the selection panel for the advertised vacancy and ensures that the principles of merit apply to the selection process.

The convener as a minimum must be trained in merit selection techniques.

Selection panels will have a minimum of three members, except for GA and FA positions for which it is now possible to have only two panel members.

In general, an additional panel member may only be included to represent special interest groups (eg NESB, ATSI) or to provide expertise in a specific area which cannot be provided by other panel members.
3. Panel Composition

The selection panel for **School Administrative Manager** positions will be:
- the school Principal (convener) or nominee;
- a school community member. This person **cannot** be an employee of the school (teaching or SASS) in which the vacancy exists.
- a permanent School Administrative Manager from another school;
*There must be male/female representation on the selection panel.*

The selection panel for **School Administrative Officer** positions will be:
- the school Principal (convener) or nominee;
- a permanent School Administrative Manager from another school or a permanent School Administrative Officer from another school;
- a school community member. This person **cannot** be an employee of the school (teaching or SASS) in which the vacancy exists.
*There must be male/female representation on the selection panel.*

The selection panel for **School Learning Support Officer** positions will be:
- the school Principal (convener) or nominee;
- a permanent School Learning Support Officer from another school. The School Learning Support Officer should be of the same classification (ie School Learning Support Officer or School Learning Support Officer (Pre-school) as the advertised position;
- a school community member. This person **cannot** be an employee of the school (teaching or SASS) in which the vacancy exists.
*There must be male/female representation on the selection panel.*

The selection panel for **General Assistant/Farm Assistant** positions will be:

(Note changed requirements for selection panels for GA and FA positions for which it is now possible to have only two panel members).
- the school Principal (convener) or nominee;
- an independent member. The independent may be a permanent DET employee providing the person is **not** an employee of the school (teaching or SASS) in which the vacancy exists and, is not a teacher from another school. The salary of the departmental representative should be above that of the maximum salary for the vacant position. Suggestions include (i) School Administrative Manager (permanent) from another school (ii) Permanent General Assistant/Farm Assistant (as applicable) from another school (iii) Graded Clerk (permanent) from Regional/Education Area Office.

Alternatively, the independent member may be a school community member providing the person is **not** an employee of the school (teaching or SASS) in which the vacancy exists.
*There must be male/female representation on the selection panel. An additional (ie 3rd) panel member from the list above may be used to facilitate the male/female representation for GA and/or FA positions only.*
4. **People with a disability**

If an applicant has a disability that requires modification of the workplace or job design, the selection committee should discuss reasonable adjustments with the applicant. The selection committee’s report will include details of any adjustments to the job discussed with the recommended applicant.

A person who is deaf/hearing impaired and who may need to have a signing interpreter present should contact the Community Relations Commission for Multicultural NSW on 1300 651 500 to book a sign language interpreter. The Department is obliged to provide one if needed.

5. **Conflict of Interest** *(to be managed in accordance with the DET Code of Conduct, Conflict of Interest section)*

Panel conveners will ask selection panel members to declare any prior personal knowledge of, relationship, connection or interest in any of the applicants before undertaking the short listing process. The panel convener will also make a self-declaration. Undertaking the declaration process before commencing the short listing process is critical for all selection panel members, as this ensures that all applicants are treated fairly and on their merit. Prior knowledge of an applicant does not necessarily exclude participation in the selection process.

If any selection panel member does declare an interest in an applicant, then the selection panel needs to make an assessment. This assessment will determine whether the selection panel member has undue positive or negative views about the applicant such that they would unduly influence that selection panel member in the selection panel deliberations.

If any selection panel member believes that another selection panel member, including the panel convener, has a conflict of interest which could prejudice the outcome, this must be referred immediately to the SAS Staffing Team. Advice will be provided on whether the membership of the selection panel should be changed.

It is important that the fairness of the selection process outcome remains apparent and open to scrutiny.

6. **Consulting Referees**

The names of at least two referees must be provided by the applicant.

The convener and at least one other panel member nominated by the selection panel will contact both referees for the recommended applicant and applicants placed on the eligibility list. Referees are to be contacted after the interview.

If the referees for the recommended applicant and those applicants placed on the eligibility list cannot be contacted, the panel Convener should request the name/s of alternative referees from the applicant/s.

The function of referees is to provide advice to the selection panel on applicants’ professional competence for specific positions. As all applicants are different it will be necessary to verify, test, and explore different issues with regard to the selection criteria for each applicant with referees. Whilst all questions will be based on the selection criteria, referees may be asked different questions.
Structured Referee Checks

In accordance with the Working With Children Check Policy, a structured referee check must be undertaken for the recommended applicant (and those placed on the eligibility list) from the applicants’ two referees.

Structured referee checks are to be undertaken for the recommended applicant (and those on the eligibility list) where the person is not a current permanent employee of the Department and where the position is identified as child related.

For the structured referee check one referee will be the applicant’s current supervisor, unless acceptable reasons are provided for not nominating that person. If the applicant is not working, the applicant’s most recent supervisor should be nominated as one referee.

If the applicant has never been employed, the applicant may provide contact details of persons who are able to provide reliable character references.

A suggested question to be asked for the structured referee check regarding working with children is: “To your knowledge is there any aspect of the applicant’s behaviour, actions or activities that would make them unsuitable for working with children”?

If an applicant is not recommended as a result of the referee’s response related to the person’s good character and suitability for work with or in the presence of children, a separate written report must be submitted and signed by the selection panel and attached to the selection report.

7. General Information Regarding The Selection Committee Report

In order for the report to be approved with the minimum of delay the selection panel must consider the following points.

- **Recommended Applicant Report**

The Recommended Applicant Report includes reasons for the recommendation.

It is not sufficient to indicate that “the recommended applicant meets all of the criteria in the advertisement”. The report must show how the recommended applicant meets EACH of the selection criteria for the position, as demonstrated in his/her application, (where applicable) interview and following consultation with the applicant’s referees.

- **The Eligibility List**

The selection panel should only place an applicant on the eligibility list if they consider the applicant meets EACH of the selection criteria at a suitable level required for the position.

The panel must again show the level at which the applicants placed on the eligibility list meet EACH of the selection criteria for the position.

Applicants placed on the eligibility list should be ranked in order and comments addressing the selection criteria for each applicant must reflect this ranking.
Applicants Not Recommended for Appointment

The Applicants Not Recommended for Appointment form should list those applicants interviewed, but not recommended or included on the eligibility list, and reason for not recommending them in relation to the published selection criteria.

Decisions to place applicants on the eligibility list or, not to recommend applicants for appointment must be able to be justified in terms of the published selection criteria.

- **Minority Report**

If there is a dissenting member(s) on a selection panel, the member(s) may submit a minority report. The minority report should identify:
  - the source of the disagreement with other committee members and;
  - reasons why an alternative applicant exhibited an equal or stronger claim for the position than the applicant(s) recommended by the other panel members.

- **Statistics**

This information is required for equal employment opportunity statistical purposes.

- **Documentation**

A copy of all documentation including applications, selection panel notes and other related material must be maintained by the panel convener in a secure place for a period of twelve months and then destroyed.
School: ____________________________________________________________

Position: ____________________ FTE: : ____________________

Recommended Applicant: ________________________________________________

Reasons for recommendation (related to each position criteria):

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

The panel’s recommendation and eligibility list is submitted for approval.

Principal or nominee (Convener) __________________________ Name ___________ Signature ___________ Date ___________

Telephone __________________________

Other Panel Member __________________________ Name ___________ Signature ___________ Date ___________

Other panel member __________________________ Name ___________ Signature ___________ Date ___________

Other panel member (where required) __________________________ Name ___________ Signature ___________ Date ___________

School Staffing Unit Use Only

The panel’s recommendation is supported and is submitted for approval, subject to the Director-General’s concurrence.

_____________________________________________________________________
Recommendation ___________ Date ___________ Approved ___________ Position ___________
**ELIGIBILITY LIST**

Details of OTHER applicants considered suitable for appointment listed in order of merit. Note: Comments made as *Reasons for suitability* must discriminate between the relative merits of candidates in terms of the criteria for the position as demonstrated in their applications, interviews and following consultation with the applicant’s referees.

<table>
<thead>
<tr>
<th>Merit Order</th>
<th>Name in Full: ______________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reasons for suitability <em>(related to position criteria)</em>:</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Merit Order</th>
<th>Name in Full: ______________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reasons for suitability <em>(related to position criteria)</em>:</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Merit Order</th>
<th>Name in Full: ______________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reasons for suitability <em>(related to position criteria)</em>:</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________</td>
</tr>
</tbody>
</table>

(Add additional sheets if required)
Applicants Not Recommended for Appointment

Details of all interviewed applicants not recommended for appointment.

Name: ____________________________________________________

Reasons for not recommending (related to position criteria): ____________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name: ____________________________________________________

Reasons for not recommending (related to position criteria): ____________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name: ____________________________________________________

Reasons for not recommending (related to position criteria): ____________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(Add additional sheets if required)
**INTERVIEW SCHEDULE**

SCHOOL: __________________________________________________________

POSITION: __________________________________________________________

FTE: __________________________________________________________________

CLOSING DATE: __________ SHORTLISTING DATE: __________ INTERVIEW DATE: __________

COMMITTEE: ____________________________________________ (Convener)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Other Panel Member)</td>
</tr>
<tr>
<td></td>
<td>(Other Panel Member)</td>
</tr>
<tr>
<td></td>
<td>(Other Panel Member)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>TELEPHONE</th>
<th>INTERVIEW TIME</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NEW SOUTH WALES
DEPARTMENT OF EDUCATION AND TRAINING

[Logo]
# SELECTION PANEL STATISTICS –
## SCHOOL ADMINISTRATIVE & SUPPORT (SAS) STAFF
### GENERAL ASSISTANTS & FARM ASSISTANTS

Provision of information on items marked with an asterisk (*) is voluntary and confidential.

## POSITION DETAILS

<table>
<thead>
<tr>
<th>School</th>
<th>Position Title</th>
<th>Position Number</th>
<th>FTE</th>
</tr>
</thead>
</table>

## APPLICATION DETAILS

**Applications received**

<table>
<thead>
<tr>
<th>Inside Service</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Service</td>
<td>Male</td>
<td>Female</td>
<td>Total</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>Male</td>
<td>Female</td>
<td>Total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicants called for interview</th>
<th>Inside Service</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Service</td>
<td>Male</td>
<td>Female</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>Male</td>
<td>Female</td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

## Is the position 'identified' in respect of any of the following?

<table>
<thead>
<tr>
<th>Aboriginal and Torres Strait Islanders</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>People from racial, ethnic and ethno religious minority groups</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Experience of disability or appreciation of the difficulties of the disabled</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

## SELECTION PANEL DETAILS

<table>
<thead>
<tr>
<th>Number of persons on the panel</th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of members who participated in the short-listing process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of members who have undertaken formal selection techniques training</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Selection Panel Members**

<table>
<thead>
<tr>
<th>Total</th>
<th>Aboriginal or Torres Strait Islander descent*</th>
<th>Racial, ethnic, or ethno religious minority group*</th>
<th>Person with a disability *</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>F</td>
<td>M</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Principal or nominee (convener)</th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent or Community representative</td>
<td>M</td>
<td>F</td>
</tr>
<tr>
<td>SASS officer from another school</td>
<td>M</td>
<td>F</td>
</tr>
</tbody>
</table>

## Aboriginal Education Officers Only

<table>
<thead>
<tr>
<th>Principal or nominee (convener)</th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>AECG/Aboriginal community representative</td>
<td>M</td>
<td>F</td>
</tr>
<tr>
<td>Aboriginal parent</td>
<td>M</td>
<td>F</td>
</tr>
<tr>
<td>Aboriginal Education &amp; Training Directorate representative</td>
<td>M</td>
<td>F</td>
</tr>
</tbody>
</table>
Short-listing is the most important step in providing all candidates with an equal and fair opportunity for selection. It is therefore essential that short-listing be conducted by all members of the panel. All members of the selection panel must sign this form in the space provided. The short listing report (including the 1st page of the application form for applicants being short listed for interviews) must be faxed to the SAS Staffing Team on 1300 737 338 for approval to proceed to interview PRIOR to short listed applicants being invited to interview.

<table>
<thead>
<tr>
<th>Name (in full) and address (address details only required for those applicants short listed for interview). (Please print)</th>
<th>Employee ID or CEPS Payroll No. (if known)</th>
<th>Selection Criteria</th>
<th>Comments</th>
<th>Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes / No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

I am aware of the correct procedures for short-listing applications and certify that these procedures have been followed.

________________________
Name of Convener

________________________
Name of Other Panel Member

________________________
Name of Other Panel Member

________________________
Name of Other Panel (if required)

NOTE: The Shortlisting Report must include details of all applications received
**Consent to employment screening**

This form is to be completed by persons whose names are to be submitted for employment screening as part of the Working with Children Check.

**Employers are required to sight applicant’s original identifying documents.**

### Personal details

<table>
<thead>
<tr>
<th>Surname</th>
<th>Title (Mr, Mrs, Ms):</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>Middle name</td>
</tr>
<tr>
<td>Previous names/aliases or maiden names</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Position applied for</td>
<td>Location of position</td>
</tr>
</tbody>
</table>

### Consent to screening

I certify that the above information is accurate and I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, lead to my dismissal. I am aware that if I am considered for child-related employment several checks will be undertaken to ascertain my suitability, including:

1. a national criminal records check for all convictions vetted in accordance with the Criminal Records Act 1991 or, if a Commonwealth offence, the Commonwealth Crimes Act 1914.
   - For the purpose of employment in certain occupations such as a teacher or School Learning Support Officer, section 15 of the Criminal Records Act 1991 excludes the operation of spent conviction legislation.
2. 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
   - 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.

3. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of children; and

4. a check for relevant employment proceedings involving reportable conduct or an act of violence committed by the employee in the course of employment and in the presence of children. 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 (Offenders Registration) 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 assessment.

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 risks 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.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### Office use only

<table>
<thead>
<tr>
<th>Name of employer contact</th>
<th>Designation</th>
<th>Signature</th>
<th>Telephone No.</th>
</tr>
</thead>
</table>

April 2008
Prohibited employment declaration

Commission for Children and Young People Act 1998

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 and 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 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

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.

<table>
<thead>
<tr>
<th>Name (Block letters)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alias (previous/maiden/other names)</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Date</td>
</tr>
</tbody>
</table>

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

THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER

April 2008
DECLARATION BY APPLICANT

Health Details

Applicants should read and complete this declaration carefully.

Applicants should note that a medical examination may be requested for the purpose of permanent employment. In some instances a medical condition may preclude employment within the NSW Department of Education and Training.

Declaration                  (Complete either Section A or section B)

Section A

To the best of my knowledge I do not have a medical condition that would prevent me from carrying out the full range of duties of a school administrative and support staff (SAS) member,

Signature:                                                         Date:              /                 /

OR

Section B

I do have a medical condition that may prevent me carrying out the full range of duties of a school administrative and support staff (SAS) member.

Details:

Signature:                                                         Date:              /                 /

Please note that providing false or misleading information may result in a SAS member’s service being terminated.

Name:________________________________________     Telephone: ______________________

Address:____________________________________________________________________

Note: This declaration must be completed and returned with your Acceptance of Offer. Your appointment as a permanent on probation will be delayed if this declaration is not forwarded or is incomplete.
SAMPLE LETTER OF ACCEPTANCE

Dear _______________

I wish to confirm your verbal acceptance of the position of _______________ at _______________ School. Please complete the section below and return this letter so that an appointment notice/letter can be prepared. **If this offer is for a permanent appointment (i.e. you are not currently a permanent employee of the Department of Education and Training), the appointment is subject to completion of the following forms (i) Consent to Employment Screening, (ii) Prohibited Employment Declaration, (iii) Health Details Declaration and, a satisfactory outcome from a “Working with Children” check.**

Further, in accepting this position you agree to support core NSW Public Sector values of cultural diversity, equity and ethical practice and a healthy, safe and fair workplace.

I would like to congratulate you on your success in this appointment.

Yours sincerely

Convener

________________________________

Please confirm your acceptance immediately by completing this section and fax to:

**SAS Staffing Team, BLACKTOWN**
**Fax No: 1300 737 338**

I, _________________ (Name) _______________ (Employee ID/CEPS No. if known) wish to confirm acceptance of the position of _______________ at _______________ School. Also, I agree to support core NSW Public Sector values of cultural diversity, equity and ethical practice and a healthy, safe and fair workplace.

______________________________ (Signature) _____/_____/_____ (Date)
SAMPLE LETTER TO UNSUCCESSFUL APPLICANT –

PLACED ON THE ELIGIBILITY LIST

(Name of Applicant)
(Address)
(SUBURB)

Dear __________________

I refer to your application for the position of __________________________ at __________________________ School.

After careful consideration of all applicants, I regret to advise that your application was not successful.

An eligibility list has been established for this position and your name has been placed on that list. Eligibility lists remain current for 12 months for non promotional positions and 6 months for promotional positions. Should the position become vacant during this time it may be offered to applicants on the eligibility list in order of merit.

If you wish to discuss any aspect of your application please contact me on Convener’s Phone Number.

On behalf of the members of the selection panel I wish to thank you for your application for this position.

Whilst you were not successful on this occasion I would like to wish you well in the future.

Yours sincerely

Convener Name
Convener Position
Date
SAMPLE LETTER TO UNSUCCESSFUL APPLICANT –

NOT PLACED ON THE ELIGIBILITY LIST

(Name of Applicant)
(Address)
(SUBURB)

Dear _________________________

I refer to your application for the position of __________________________ at __________________________ School.

After careful consideration of all applicants, I regret to advise that your application was not successful.

On behalf of the members of the selection panel I wish to thank you for your application for this position.

If you wish to discuss any aspect of your application please contact me on Convener’s Phone Number.

Whilst you were not successful on this occasion I would like to wish you well in the future.

Yours sincerely

Convener Name
Convener Position
Date
PLEASE NOTE: the requirement for job applicants to address the Common Selection Criteria has now been removed.

SCHOOL ADMINISTRATIVE MANAGER

Responsible to the Principal for the efficient management of the school’s financial and administrative functions and the supervision and training of school administrative officers, as well as providing assistance in school routines and working with teachers.

Selection Criteria

- Demonstrated ability to undertake financial and accounting responsibilities including use of computerised financial/administrative systems
- Competency in word processing
- Demonstrated capacity to exercise initiative, organise resources and meet deadlines
- Capacity to provide leadership and supervise staff
- Effective oral and written communication skills
- Ability to manage an office
- Knowledge of and commitment to the Department’s Aboriginal education policies

SCHOOL ADMINISTRATIVE OFFICER

Responsible to the Principal for assisting in a range of school, classroom and office activities eg record keeping, book keeping and other clerical duties, reception; operating and maintaining classroom and office equipment; purchasing; preparing and maintaining stock and learning/resource materials.

Selection Criteria

- Effective communication skills
- Ability to meet deadlines
- Ability to work with teachers and students
- Ability to perform tasks in one or more of the following areas: office procedures; accounting procedures; word processing; operation of computers and/or classroom/office equipment; library procedures; hospitality and/or design and technology science.

SCHOOL LEARNING SUPPORT OFFICER

Duties focus primarily on assisting teachers in the implementation of individual educational programs and individual transition programs and also assisting teachers in providing opportunities for children with special needs to develop personal, social, domestic and pre-vocational skills and attending to the personal care needs of children. Duties may also include the operation of audio-visual aids, duplicating, issuing of learning materials and minor clerical duties.

Selection Criteria

- Awareness of the needs of students with disabilities
- Ability to work with students with emotional, physical or intellectual disabilities
- Effective communication skills
SCHOOL LEARNING SUPPORT OFFICER (PRESCHOOL)

Duties focus primarily on assisting teachers with daily preschool activities including setting up and clearing of the playroom and playground, cleaning of equipment and issue of learning materials. Duties may also include the operation of audio-visual aids, duplicating and minor clerical duties.

Selection Criteria

- Awareness of the needs of young students
- Ability to work with young students
- Effective communication skills

SCHOOL LEARNING SUPPORT OFFICER (BRAILLE TRANSCRIBER)

Duties focus primarily on assisting teachers to provide braille, tactile, large print and computer format materials. Duties may also include the operation of audio visual aids, duplicating and, issue of learning materials and minor clerical duties.

Selection Criteria

- Awareness of the needs of students with visual disabilities
- Ability to work with students with visual disabilities
- Effective communication skills

SCHOOL LEARNING SUPPORT OFFICER (SIGN INTERPRETER)

Duties focus primarily on assisting teachers to provide sign interpreter services in classrooms and for school activities; maintaining and developing sign language skills of students, teachers, families and the wider community. Duties may also include the operation of audio visual aids and duplicating. Issue of learning materials and minor clerical duties.

Selection Criteria

- Awareness of the needs of students with hearing disabilities
- Ability to work with students with hearing disabilities
- Effective communication skills
SCHOOL LEARNING SUPPORT OFFICER (ETHNIC)

Duties focus primarily on providing bilingual support to non-English speaking students newly arrived from overseas to assist them in settling into school and assisting schools in communicating with parents and community members from language backgrounds other than English.

Selection Criteria

- High level oral communication skills in a targeted* language(s) other than English and in English
- Ability to assist with providing written translations of materials such as letters to parents and school notes from English to first language and first language to English, where relevant.
- Understanding of the needs of newly arrived students from language backgrounds other than English.
- Demonstrated ability to communicate with people from diverse cultural and linguistic backgrounds, including parents, guardians, community members, teachers and students.
- Ability to provide in-class support to teachers and students, including the use of technology in the classroom.

*A targeted language(s) other than English is one which is spoken by newly-arrived students in a particular school or Intensive English Centre. Languages which are targeted may change over time in response to changes in immigration intake. The targeted language will appear in the advertisement.

GENERAL ASSISTANT

Duties may include minor maintenance of buildings, plant and equipment; mowing school lawns and playing fields; receipt and distribution of stores and other duties as directed.

Selection Criteria:

- Effective communication skills.
- Ability to perform tasks in one or more of the following areas: stores duties; minor maintenance of buildings and equipment; and gardening duties.
- Ability to work with minimal supervision.

FARM ASSISTANT

Duties may include responsibility for preparation and maintenance of agricultural area; crop production and disposal; machinery operation; maintenance of machinery, tools and equipment; care of livestock; receipt and storage of supplies and general farm maintenance.

Selection Criteria:

- Ability to undertake crop production and/or care of livestock.
- Effective communication skills.
- Mechanical aptitude.
- Ability to operate tractors and other farm equipment.
- Ability to work with minimal supervision.
**Additional Selection Criteria**

**Selection criteria for school-based promotions positions**

The criterion for school executive staff (other than Principals) and Senior Administrative Manager positions states: *Knowledge of and commitment to the Department’s Aboriginal education policies.*

The additional criterion for school Principal positions states: *Capacity to lead schools in implementing the Department’s Aboriginal education policies and to ensure quality outcomes for Aboriginal people.*

**Selection criteria for non-school based promotions positions and public service positions**

The additional common selection criterion for non-school based teaching service positions (SEO1 onwards) and public service positions (clerk grade 7/8 onwards) states: *Knowledge of and commitment to the Department’s Aboriginal education policies.*

**Selection criteria for public service positions and other promotions positions in TAFE NSW**

The additional common selection criterion for public service positions (clerk grade 7/8 onwards) in TAFE and promotions positions covered by the *Crown Employees (Teachers in TAFE and Related Employees) Salaries and Conditions Award* states: *Knowledge of and commitment to the Department’s Aboriginal education and training policies.*

The additional common criterion for Institute Manager positions states: *Capacity to lead Institutes in implementing the Department’s Aboriginal education and training policies and to ensure quality outcomes for Aboriginal people.*
Information Resource

*(Recommendation 69 of the Aboriginal Education Review)*

Inclusion of the additional selection criteria highlights the importance of the Department’s goals to improve employment, education, participation and lifelong learning opportunities for Aboriginal people and communities.

It ensures that applicants for promotion positions understand and demonstrate their capacity to implement and support the Department’s policies and programs for Aboriginal people.

**Objectives of additional selection criteria**

The inclusion of the additional selection criteria will ensure that applicants for promotion positions are:

- aware of and committed to the Department’s policies and strategies relating to Aboriginal people and Aboriginal education; and
- able to influence, promote and enhance outcomes for Aboriginal students and Aboriginal employees in a direct and supportive manner in collaboration with Aboriginal communities and other partners.

**Implementation of additional selection criteria**

In collaboration with internal and external stakeholders the Department’s human resource policies and procedures have been amended to include the additional selection criteria for all promotion positions.

**Resources to assist employment applicants to address the additional selection criteria**

*Aboriginal Education Review*


In partnership with the NSW Aboriginal Education Consultative Group Inc (AECG), the Department conducted a review of Aboriginal Education. The *Report of the Review of Aboriginal Education* contains comprehensive recommendations to achieve sustainable improvements in education, employment and participation of Aboriginal people.

*Aboriginal Human Resource Development Plan 2006-2008*


The *Aboriginal Human Resource Development Plan 2006-2008* (AHRD Plan) has been developed to achieve increased representation, participation and retention of Aboriginal staff in the Department and to ensure quality teaching and learning outcomes for Aboriginal people. Additional selection criteria for all school based and non school based promotion positions within the Department which include specific reference to knowledge of and demonstrated commitment to the implementation of the Department’s Aboriginal education and training policies is one of many suggested strategies in the AHRD Plan.

Key Departmental reports, policies and plans designed to support the Department’s goals and priorities for Aboriginal students and Aboriginal employees include the following.

*Aboriginal Education Policy*

The Aboriginal Education Policy is concerned with promoting the education and achievements of Aboriginal students and also includes guidelines to educate all students about Aboriginal Australia. This policy provides a comprehensive set of outcomes as well as performance strategies to guide schools and their communities as well as regions and state office in achieving the overall goals for Aboriginal education.

**Aboriginal Education and Training Strategy 2006-2008**

The Aboriginal Education and Training Strategy (AETS) was developed as a direct response to recommendations of the Report of the Review of Aboriginal Education. The AETS has been designed to focus the work of schools, colleges, regions, TAFE NSW and state office directorates towards achieving the goal that: By 2012, Aboriginal student outcomes will match or better outcomes of the broader student population.

**New Partner, New Learning, New South Wales, State VET Plan 2001-2005 (under review)**

Strategies of the State VET Plan have a heightened focus on VET learning programs in TAFE NSW for Aboriginal students.

**Additional resources**

**Aboriginal Education and Training Directorate internet page**

The Aboriginal Education and Training Directorate (AETD) is responsible for improving the education and training outcomes of Aboriginal students. It provides a framework for the development of policies and guidelines.

The AETD internet page contains useful links, current information and contacts which will assist users to obtain information regarding the above mentioned Departmental policies and programs for Aboriginal people as well as information regarding Aboriginal cultural and community activities in NSW.


‘Making It Our Business’ reaffirms the NSW Government’s commitment to achieving a minimum 2% of Aboriginal employment representation across the NSW public sector. It is a joint initiative of the NSW Premier’s Department with the Department of Aboriginal Affairs and contributes to the Two Ways Together Plan.

To assist agencies in developing and implementing their Aboriginal employment strategies for Aboriginal people, ‘Making It Our Business’ is a two part package consisting of:

(i) a strong [Policy Statement](http://www.eeo.nsw.gov.au/indigenous/goodjob.htm) supported by the NSW Premier, and


**Contact**

For further information please contact the Human Resources Directorate on telephone 02 9561 8273.
APPLICATION FOR ADVERTISED FARM ASSISTANT POSITION

This application for employment is in response to an advertisement for the position of Farm Assistant at ___________________________ School.

Please return this form to the address shown in the advertisement.

SECTION 1 - PERSONAL DETAILS
Preferred form of address   ☐ Ms  ☐ Miss  ☐ Mrs  ☐ Mr

Family Name  ____________________ Other Names  ____________________
Former Name(s)  ____________________
Place of Birth  ____________________
Address  _________________________________________ ____________________
Postcode  __________
Mail Address  _________________________________________ ____________________
Postcode  __________
(If different from above)
Telephone (H)  _____________________ Telephone (W)  _____________________
Mobile No.  _____________________ Fax (Work)  _____________________

SECTION 2 - SECONDARY EDUCATION
Please provide details of any secondary education completed.

School  Year/s attended  Final year attended

________________________________________________________

Subjects completed  _________________________________________
Certificate Awarded  _________________________________________

SECTION 3 – REFEREES
Please provide details of the names and contact telephone numbers of two referees.

Name of referee  Contact address  Contact telephone

Declaration
I am aware that if any statement on this form is found to be deliberately misleading I may be liable for dismissal. I am aware that a check of police records will be conducted as part of my application for employment and that existence of a criminal record may affect my employment prospects.

Signature of applicant  ___________________________ Date  __________________
### SECTION 4 - TERTIARY EDUCATION

*Please provide details of any tertiary education completed. Attach copies of transcripts.*

<table>
<thead>
<tr>
<th>Course enrolled in</th>
<th>TAFE/College/University</th>
<th>During years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certificates/Diplomas/Degrees Awarded


### SECTION 5 - OTHER SKILLS, QUALIFICATIONS AND INTERESTS

*Please include details of professional qualifications, short courses and relevant community and social activities. Please attach photocopies of any certificates awarded.*


### SECTION 6 - EMPLOYMENT HISTORY

*Please provide details of any relevant paid or voluntary work undertaken. References may also be attached.*

<table>
<thead>
<tr>
<th>Period</th>
<th>Name of employer</th>
<th>Position held and summary of main relevant duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 7 - SELECTION CRITERIA – FARM ASSISTANT

Statements made in this section will assist in determining your suitability for employment as a farm assistant. Please record relevant qualifications and experience in the space provided. Extra pages can be attached if necessary.

- Ability to undertake crop production and/or care of livestock

- Effective communication skills

- Mechanical aptitude

- Ability to operate tractors and other farm equipment

- Ability to work with minimal supervision
APPLICATION FOR ADVERTISED GENERAL ASSISTANT POSITION

This application for employment is in response to an advertisement for the position of General Assistant at ______________________ School.

Please return this form to the address shown in the advertisement.

SECTION 1 - PERSONAL DETAILS

Preferred form of address ☐ Ms ☐ Miss ☐ Mrs ☐ Mr

Family Name ____________________ Other Names ____________________
Former Name(s) ____________________
Place of Birth ____________________
Address _______________________________________________________
Postcode __________
Mail Address ___________________________________________________
Postcode __________
(If different from above) ____________________ Postcode __________
Telephone (H) ____________________ Telephone (W) ____________________
Mobile No. ____________________ Fax (Work) ____________________

SECTION 2 - SECONDARY EDUCATION

Please provide details of any secondary education completed.

School ____________________ Year/s attended _______________ Final year attended _______________
Subjects completed __________________________________________________________
Certificate Awarded __________________________________________________________

SECTION 3 – REFEREES

Please provide details of the names and contact telephone numbers of two referees.

Name of referee ____________________ Contact address ____________________ Contact telephone ____________________
Name of referee ____________________ Contact address ____________________ Contact telephone ____________________

Declaration

I am aware that if any statement on this form is found to be deliberately misleading I may be liable for dismissal. I am aware that a check of police records will be conducted as part of my application for employment and that existence of a criminal record may affect my employment prospects.

Signature of applicant ____________________ Date ____________________
**SECTION 4 - TERTIARY EDUCATION**

*Please provide details of any tertiary education completed. Attach copies of transcripts.*

<table>
<thead>
<tr>
<th>Course enrolled in</th>
<th>TAFE/College/University</th>
<th>during years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certificates/Diplomas/Degrees Awarded

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**SECTION 5 - OTHER SKILLS, QUALIFICATIONS AND INTERESTS**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**SECTION 6 - EMPLOYMENT HISTORY**

*Please provide details of any relevant paid or voluntary work undertaken. References may also be attached.*

<table>
<thead>
<tr>
<th>Period From</th>
<th>To</th>
<th>Name of employer</th>
<th>Position held and summary of main relevant duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 7 - SELECTION CRITERIA

Statements made in this section will assist in determining your suitability for employment as an General Assistant.

Please record relevant qualifications and/or experience in the space provided.

Extra pages can be attached if necessary.

• Effective communication skills

• Ability to perform tasks in one or more of the following areas;
  1. Stores duties;
  2. Minor maintenance of buildings and equipment;
  3. Gardening duties;

• Ability to work with minimal supervision
This application for employment is in response to an advertisement for the position of School Administrative Officer for _______ hours per week at __________________________ School.

Please return this form to the address shown in the advertisement.

SECTION 1 - PERSONAL DETAILS
Preferred form of address  □ Ms  □ Miss  □ Mrs  □ Mr

Family Name ____________________ Other Names ____________________
Former Name(s) ____________________
Place of Birth ____________________
Address ____________________________________________________________
____________________________________________________ Postcode ________
Mail Address ________________________________________________________
(If different from above) ______________________________________________ Postcode ________
Telephone (H) _____________________ Telephone (W) _____________________
Mobile No. _____________________ Fax (Work) _________________________

SECTION 2 - SECONDARY EDUCATION
Please provide details of any secondary education completed.
School __________________ Year/s attended _______ Final year attended _______
______________________________________________________________
Subjects completed ________________________________ _____________________________
______________________________________________________________
Certificate Awarded ________________________________ ______________________________

SECTION 3 - REFEREES
Please provide details of the names and contact telephone numbers of two referees.
Name of referee __________ Contact address __________________ Contact telephone __________
_________________________ ___________________________  _______________________
_________________________ ___________________________  _______________________

Declaration
I am aware that if any statement on this form is found to be deliberately misleading I may be liable for dismissal. I am aware that a check of police records will be conducted as part of my application for employment and that existence of a criminal record may affect my employment prospects.

Signature of applicant ___________________________ Date ____________________
SECTION 4 - TERTIARY EDUCATION

*Please provide details of any tertiary education completed. Attach copies of transcripts.*

<table>
<thead>
<tr>
<th>Course enrolled in</th>
<th>TAFE/College/University</th>
<th>during years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certificates/Diplomas/Degrees Awarded

| ____________________________________________________________ |
| ____________________________________________________________ |

SECTION 5 - OTHER SKILLS, QUALIFICATIONS AND INTERESTS

*Please include details of professional or technical qualifications, short courses and relevant community and social activities. Please attach photocopies of any certificates awarded.*

| ____________________________________________________________ |
| ____________________________________________________________ |

I am able to operate/maintain the following equipment (eg switchboard, audio-visual, laboratory & computers)

| ____________________________________________________________ |
| ____________________________________________________________ |

SECTION 6 - EMPLOYMENT HISTORY

*Please provide details of any relevant paid or voluntary work undertaken. References may also be attached.*

<table>
<thead>
<tr>
<th>Period From</th>
<th>To</th>
<th>Name of employer</th>
<th>Position held and summary of main relevant duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 7 - SELECTION CRITERIA
Statements made in this section will assist in determining your suitability for employment as a School Administrative Officer.
Please record relevant qualifications and/or experience in the space provided. Extra pages can be attached if necessary.

• Effective communication skills

• Ability to meet deadlines

• Ability to work with teachers and students

• Ability to perform tasks in one or more of the following areas:
  1. Office procedures;
  2. Accounting procedures;
  3. Word processing;
  4. Operation of computers and/or classroom/office equipment;
  5. Library procedures;
  6. Hospitality and/or design and technology;
  7. Science
Application For Advertised
School Administrative Manager Position

This application for employment is in response to an advertisement for the position of School Administrative Manager for _____ hours per week at __________________________ School.
Please return this form to the address shown in the advertisement.

SECTION 1 - PERSONAL DETAILS

Preferred form of address ☐ Ms ☐ Miss ☐ Mrs ☐ Mr
Family Name __________________________ Other Names __________________________
Former Name(s) __________________________
Place of Birth __________________________
Address __________________________________________
                        Postcode __________
Mail Address __________________________________________
                        Postcode __________
(If different from above) __________________________________________
                        Postcode __________
Telephone (H) __________________________ Telephone (W) __________________________
Mobile No. __________________________ Fax (Work) __________________________

SECTION 2 - SECONDARY EDUCATION

Please provide details of any secondary education completed.
School __________________________________ Year/s attended ____________
                     Final year attended ____________
Subjects completed __________________________________________
Certificate Awarded __________________________________________

SECTION 3 – REFEREES

Please provide details of the names and contact telephone numbers of two referees.
Name of referee Contact address Contact telephone
__________________________________________
__________________________________________
__________________________________________

Declaration
I am aware that if any statement on this form is found to be deliberately misleading I may be liable for dismissal. I am aware that a check of police records will be conducted as part of my application for employment and that existence of a criminal record may affect my employment prospects.

Signature of applicant __________________________ Date __________________________
SECTION 4 - TERTIARY EDUCATION

Please provide details of any tertiary education completed. Attach copies of transcripts.

Course enrolled in  
TAFE/College/University 
During years
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Certificates/Diplomas/Degrees Awarded
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

SECTION 5 - OTHER SKILLS, QUALIFICATIONS AND INTERESTS

Please include details of professional or technical qualifications, short courses and relevant community and social activities. Please attach photocopies of any certificates awarded.
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

I am able to operate/maintain the following equipment (eg switchboard, audio-visual, laboratory & computers)
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

SECTION 6 - EMPLOYMENT HISTORY

Please provide details of any relevant paid or voluntary work undertaken. References may also be attached.

Period From  To  Name of employer  Position held and summary of main relevant duties
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
SECTION 7 - SELECTION CRITERIA

Statements made in this section will assist in determining your suitability for employment as a School Administrative Manager.

Please record relevant qualifications and/or experience in the space provided. Extra pages can be attached if necessary

- Demonstrated ability to undertake financial and accounting responsibilities including use of computerised financial/administrative systems

- Competency in word processing

- Demonstrated capacity to exercise initiative, organise resources and meet deadlines

- Capacity to provide leadership and supervise staff

- Effective oral and written communication skills

- Ability to manage an office

- Knowledge of and commitment to the Department’s Aboriginal education policies
This application for employment is in response to an advertisement for the position of School Learning Support Officer /Preschool/Ethnic/Braille Transcriber/Sign Interpreter* for _____ hours per week at ___________________________ School. (* delete those not applicable). Please return the first two pages of this form together with the appropriate third page (addressing the specific criteria) to the address shown in the advertisement. **Note:** For School Learning Support Officer (Ethnic) positions there is also a fourth page to this application.

### SECTION 1 - PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Preferred form of address</th>
<th>Ms</th>
<th>Miss</th>
<th>Mrs</th>
<th>Mr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Former Name(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place of Birth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Postcode</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mail Address</td>
<td></td>
<td>Postcode</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(If different from above)</td>
<td></td>
<td>Postcode</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone (H)</td>
<td></td>
<td>Telephone (W)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile No.</td>
<td></td>
<td>Fax (Work)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 2 - SECONDARY EDUCATION

*Please provide details of any secondary education completed.*

<table>
<thead>
<tr>
<th>School</th>
<th>Year/s attended</th>
<th>Final year attended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subjects completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate Awarded</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 3 - REFEREES

*Please provide details of the names and contact telephone numbers of two referees.*

<table>
<thead>
<tr>
<th>Name of referee</th>
<th>Contact address</th>
<th>Contact telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Declaration**

I am aware that if any statement on this form is found to be deliberately misleading I may be liable for dismissal. I am aware that a check of police records will be conducted as part of my application for employment and that existence of a criminal record may affect my employment prospects.

Signature of applicant: ___________________________  Date: ___________________________
### SECTION 4 - TERTIARY EDUCATION

*Please provide details of any tertiary education completed. Attach copies of transcripts.*

<table>
<thead>
<tr>
<th>Course enrolled in</th>
<th>TAFE/College/University</th>
<th>During years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certificates/Diplomas/Degrees Awarded

### SECTION 5 - OTHER SKILLS, QUALIFICATIONS AND INTERESTS

*Please include details of professional or technical qualifications, short courses and relevant community and social activities. Please attach photocopies of any certificates awarded.*

### SECTION 6 - EMPLOYMENT HISTORY

*Please provide details of any relevant paid or voluntary work undertaken. References may also be attached.*

<table>
<thead>
<tr>
<th>Period From</th>
<th>Period To</th>
<th>Name of employer</th>
<th>Position held and summary of main relevant duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 7 - SELECTION CRITERIA FOR SCHOOL LEARNING SUPPORT OFFICER

Statements made in this section will assist in determining your suitability for employment as a School Learning Support Officer

Please record relevant qualifications and/or experience in the space provided.

Extra pages can be attached if necessary.

• Awareness of the needs of children with disabilities
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________

• Ability to work with students with emotional, physical or intellectual disabilities
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________

• Effective communication skills
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________
  _____________________________________________________
Statements made in this section will assist in determining your suitability for employment as a School Learning Support Officer (Preschool).

Please record relevant qualifications and/or experience in the space provided.

Extra pages can be attached if necessary.

- **Awareness of the needs of young children**

- **Ability to work with young students**

- **Effective communication skills**
**SECTION 7 - SELECTION CRITERIA FOR SCHOOL LEARNING SUPPORT OFFICER (BRAILLE TRANSCRIBER)**

Statements made in this section will assist in determining your suitability for employment as a School Learning Support Officer (Braille Transcriber).

Please record relevant qualifications and/or experience in the space provided. **Extra pages can be attached if necessary.**

- **Awareness of the needs of students with visual disabilities**

  

- **Ability to work with students with visual disabilities**

  

- **Effective communication skills**

  


SECTION 7 - SELECTION CRITERIA FOR SCHOOL LEARNING SUPPORT OFFICER
(SIGN INTERPRETER)

Statements made in this section will assist in determining your suitability for employment as a School Learning Support Officer – (Sign Interpreter)

Please record relevant qualifications and/or experience in the space provided.

Extra pages can be attached if necessary.

• Awareness of the needs of students with hearing disabilities

• Ability to work with students with hearing disabilities

• Effective communication skills
SECTION 7 - SELECTION CRITERIA FOR SCHOOL LEARNING SUPPORT OFFICER
(ETHNIC)

Statements made in this section will assist in determining your suitability for employment as a School Learning Support Officer – (Ethnic)

Please record relevant qualifications and/or experience in the space provided.

Extra pages can be attached if necessary.

- High level oral communication skills in a targeted language(s) other than English and in English. (Please refer to the advertisement for the targeted language for this position)

- Ability to assist with providing written translations of materials such as letters to parents and school notes from English to first language and first language to English where relevant.
• Understanding of the needs of newly arrived students from language backgrounds other than English.

• Demonstrated ability to communicate with people from diverse cultural and linguistic backgrounds, including parents, guardians, community members, teachers and students.

• Ability to provide in class support to teachers and students, including the use of technology in the classroom