APPLICATION FOR EMPLOYMENT AS A TEACHER
CASUAL AND TEMPORARY TEACHING

If you require any assistance completing this application form
contact teach.NSW at teachAussie@det.nsw.edu.au.
Send your completed application to:

UK TEACHERS @ TEACH.NSW
NSW Department of Education and Training
Locked Bag 3003
Blacktown NSW AUSTRALIA 2148

SECTION 1 – APPLICANT DETAILS

Title (please circle): Mr Mrs Ms Miss Dr

Family name: ______________________________________________________________________

Given name: ______________________________________________________________________

Previous name/s: ______________________________________________________________________

Country of birth: ______________________________________________________________________

Country of citizenship: ______________________________________________________________________

Date of birth: ______________________________________________________________________

ADDRESS AND CONTACT DETAILS

Home Address: ______________________________________________________________________

Suburb/city or town: ______________________________________________________________________

State: __________________ Country: __________________ Postcode: _______________

Telephone number: __________________ Mobile: __________________

Email address: ______________________________________________________________________

AUSTRALIAN ADDRESS (IF KNOWN)

Address: ______________________________________________________________________

Suburb/city or town: __________________ Postcode: _______________

Telephone Number: __________________ Mobile: __________________

Email Address: ______________________________________________________________________
SECTION 2 - VISA DETAILS

Proposed date of arrival in Australia: ___________________________________________________

UK visitors working as teachers in NSW public schools are required to hold an appropriate VISA permitting employment.

Do you have an appropriate VISA that permits paid employment in Australia?

If YES, state the type of VISA held: ___________________________________________________

If NO, you will need to obtain an appropriate VISA before submitting your application.

SECTION 3 – TEACHING QUALIFICATIONS

Indicate all your tertiary qualifications. You should indicate more than one teaching subject if applicable.

<table>
<thead>
<tr>
<th>Institution/s</th>
<th>Qualification/s</th>
<th>Year awarded</th>
<th>Subjects trained to teach</th>
<th>Age range</th>
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SECTION 5 – DECLARATION BY APPLICANT AND ENDORSEMENT BY REFEREES

Applicants and referees should read these notes carefully before the applicant signs the declaration and the referees sign the endorsement. Applicants are required to complete and return both the Prohibited Employment Declaration and the Consent to Employment Screening forms.

Criminal record checks are undertaken nationally on each application employment. In some instances such checks may preclude employment with the NSW Department of Education and Training. Where employment is declined because of these checks, the applicant’s name (not the reason) will be provided confidentially to principals indicating that they are “not to be employed in any capacity (paid or voluntary work) in the NSW Department of Education and Training”.

If a statement by an applicant is found to be misleading and the applicant has been appointed to a position, the appointment may be rescinded.

DECLARATION BY APPLICANT

Please complete the declaration below by circling the appropriate boxes.

1. In respect of my criminal record, I have had:
   • convictions for sexual or drug offences;       YES/NO
   • convictions for other offences, within the last ten years;     YES/NO
   • child sexual assault charges dealt with under section 556a of the Crimes Act, 1900;         YES/NO
   • charges that may not have been heard carrying a penalty of 12 months or more imprisonment.       YES/NO

2. In respect of my personal suitability, I have:
   • a record of unsatisfactory service;       YES/NO
   • previous disciplinary action in another country/region/organisation.   YES/NO

3. Are you aware of any illness, disability, or condition which might interfere with your ability to perform the full range of duties of a teacher?   YES/NO

4. Are you under bond or similar obligation to any authority?     YES/NO

I certify to the accuracy of the above information. I have no objections to any past or current employers or referees being requested to furnish a confidential report to the Department on my services. I am aware that a check of police records will be conducted as part of my application for employment and that the existence of a criminal record may affect my employment prospects.

I understand that any statement found to be misleading may result in rejection of this application (if a statement is found to be misleading and you have been appointed to a position, the appointment may be rescinded).

Applicant’s signature: _______________________________ Date: _______________
ENDORSEMENT OF DECLARATION BY REFEREES

Acceptable referees include professional colleagues and supervisors, executive committee members of local community organisations and workplace supervisors outside of teaching. Endorsement by parents, next of kin and extended family members cannot be accepted. Overseas referees are acceptable for teachers newly arrived in Australia.

I certify that the above statements made by the applicant are correct, to the best of my knowledge.
Name: ____________________________________________________________________________
Signature: ____________________________________________ Date: ___________________________
Address:                                                                                           
Telephone (W): ___________________________________ (H): ___________________________________
Email: ____________________________________________________________________________
Relationship to applicant: __________________________________________________________________

I certify that the above statements made by the applicant are correct, to the best of my knowledge.
Name: ____________________________________________________________________________
Signature: ____________________________________________ Date: ___________________________
Address:                                                                                           
Telephone (W): ___________________________________ (H): ___________________________________
Email: ____________________________________________________________________________
Relationship to applicant: __________________________________________________________________

SECTION 6 – SUPPORTING DOCUMENTATION

Please ensure all appropriate documents are securely attached to your application for employment as a teacher form. Your application will be processed only where certified copies all requested documents are supplied. Please provide:

- evidence of the award of a teacher training qualification, degree(s) or other tertiary qualification(s)
- evidence of teaching method(s)(eg. primary K-6; secondary - English/history; specialist - ESL or special education)
- practice teaching reports (new graduate teachers only)
- two written references from current or previous employers relating to your teaching experience (except new graduate teachers)
- two forms of proof of identity one of which must be your current passport (copy the section showing your name, address and signature)
- evidence of visa permitting employment in Australia
- evidence of change of name where any documents supplied are in a name other than the one currently being used
- passport sized photograph of yourself (attached by staple to the box on section one of this form).

* A certified copy is a photocopy which has been declared by a Justice of the Peace, solicitor or Department of Education and Training officer to be an exact copy of the original.
The Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) or a Registrable Person under the Child Protection (Offenders Registration) Act 2000 to apply for, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a particular person.

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment of 12 months or more even if the sentence was not served, or, an offence involving sexual activity or acts of indecency that was 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 NSW.

**Child-related employment** means any employment that primarily involves direct contact with children where that contact is not directly supervised. Part 1 Section 3 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres)
- in schools or other educational institutions (not including universities)
- in detention centres (within the meaning of the Child (Detention Centres) Act 1987)
- in refuges used by children
- in wards of public or private hospitals in which children are patients
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- in any religious organisation
- in any entertainment venues where the clientele is primarily children
- as a babysitter or childminder that is arranged by a commercial agency
- involving fostering or other child care
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counselling or other support services for children
- on school buses
- at overnight camps for children.

Under this Act:

- it is an offence for a prohibited person to apply for, undertake or remain in child-related employment
- employers must ask existing employees, both paid and unpaid, and preferred applicants for employment to declare whether they are a prohibited person or not
- all child-related employees must inform their employers if they are a ‘prohibited person’ or remove themselves from child-related employment. A prohibited person is someone who has been convicted of a serious sexual offence or, who has had a finding for a charge of serious sexual offence proven in court, even if a conviction was not recorded.
- penalties are imposed for non compliance.

I am aware that I am ineligible to apply for, undertake or remain in, child-related employment if I have been convicted of a “serious sex offence” as defined in the Child Protection (Prohibited Employment) 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 Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

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

<table>
<thead>
<tr>
<th>Name (Block letters)</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Workplace</td>
<td>Name of school, district office, institute, division, state office directorate or AMES</td>
</tr>
<tr>
<td>Serial no.</td>
<td>Current employees only</td>
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</tbody>
</table>

Note: Seek independent legal advice if you are unsure of your status as a prohibited person.
This form should be returned to the selection panel convener / principal / manager of the workplace as appropriate.
**Consent to employment screening**

**Personal details**

<table>
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<tr>
<th>SURNAME</th>
<th>Block letters</th>
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<tr>
<td>First name</td>
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<tr>
<td>Middle name</td>
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<tr>
<td>Previous names / Aliases</td>
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<tr>
<td>Gender</td>
<td></td>
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<td>Female</td>
<td>Male</td>
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<td>Date of birth</td>
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<tr>
<td>Place of birth</td>
<td>city, state and country</td>
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<tr>
<td>Address</td>
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<tr>
<td>Telephone</td>
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<td>Position applied for</td>
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<tr>
<td>Location of position</td>
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**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, may lead to my dismissal.

I am aware that if I am considered for employment in a primary child related position, several screening processes will be undertaken to check my suitability, including:

- a national criminal record check for offences involving sexual activity, acts of indecency (whether involving child or adult), child abuse or child pornography
- a check for relevant apprehended violence orders taken out by a police officer or other public official for the protection of children
- checks for completed relevant disciplinary proceedings involving child abuse, sexual misconduct and acts of violence in the workplace which involve children, are directed at children or take place in the presence of children.

I understand that convictions, or charges that are proven in court but that do not proceed to a conviction, relating to sexual activity, acts of indecency, child abuse or child pornography will automatically prohibit my employment in a child-related position. I am aware that if I am a “registrable person” under the Child Protection (Offenders Registration) Act 2000, I am prohibited from employment in a child-related position.

I consent to these check 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 understand that if additional information is not obtained, an approved screening agency may provide an assessment about me to an employer that is not based on all relevant available information.

I acknowledge that 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.

I consent to these checks being conducted and am aware that any information obtained through these processes may be provided to my current or prospective employers for employment screening purposes.

**Name**

(Block letters)

**Signature**

**Date**

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**To be completed by school, district office, institute, division, state office directorate or AMES**

<table>
<thead>
<tr>
<th>Name of employer contact</th>
<th>Designation</th>
<th>Signature</th>
<th>Phone</th>
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**To be completed by the Employment Screening Unit**

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<tr>
<th>TRIM ID</th>
<th>Employer ID</th>
<th>Applicant ID</th>
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