



Application for Employment Casual Teacher

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

Please indicate the position you are applying for: _____

POSITION DETAILS

If you are applying for an advertised position, where did you see the advertisement?

St Peter's Website
TES Australia

Teachers.on.net
"Word of mouth"

Local Newspaper
Other (please specify)

PERSONAL DETAILS

Title (Mr, Mrs, Ms, Miss, Dr)

Family Name

First Name

Previous Name (if applicable)

Date of Birth

Email Address (Personal)

Permanent Address

Postal Address

Home

Telephone Numbers Mobile

Work

CITIZENSHIP

Citizenship (Country)

Passport Number (if applicable)

International Applicants (Please provide details of Visa/Approval to work in Australia)

QUALIFICATIONS - Note: Certified copies to be provided if successful for interview

Teaching Qualifications:

Are you qualified to teach?

Yes

No

Early Childhood

Primary

Teaching areas/Preferences _____

Tertiary Education (Including current and incomplete courses)

Name and location of Institution	Award Conferred	Year Completed

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

PROFESSIONAL DEVELOPMENT AND TRAINING COURSES

Please list significant Professional Development and Training courses undertaken in past five (5) years

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

EMPLOYMENT DETAILS

Employment History

Year you commenced teaching _____

School of last permanent appointment (if applicable) _____

Teaching subjects/areas _____

Other areas you are prepared to teach others _____

Days available/unavailable _____

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

ACCREDITATION INFORMATION

Did you teach before 1 October 2004? Yes No
 If yes, have you taught in the past 5 years? Yes No

NSW National Educational Standards Authority (NESA)

NESA No. _____

Status Conditional Provisional Proficient
 (If Proficient, please supply your certificate)

Date Proficient Teacher Achieved _____

Independent Schools Teachers Accreditation Authority Number (if applicable) _____

Independent Schools Teacher Accreditation Authority Status (if applicable) _____
 (Please provide a certified copy of relevant ISTAA documentation if applicable)

Teachers Classification (eg ST1, Step 6) _____

CHURCH AFFILIATION

Religious Denomination _____ Church attended _____

Present involvement _____

Have you included a Minister's reference? Yes No

REFEREES

Please provide the contact details of at least three (3) referees, including current Minister of religion and current employer

Name	Company/Position/Relationship	Contact Number

WORKING WITH CHILDREN CHECK

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

If you have a WWC Number, please provide: _____

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

If you have answered "yes" to any of the above questions, please provide details.

I am a committed Christian who regularly attends church	Yes	No
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APPLICANT'S ACKNOWLEDGEMENT

I certify that the information provided by me in this application form is complete and correct in every detail and I understand that any deliberate inaccuracies or omissions may result in non-acceptance of this application and/or the termination of any employment that may be offered.

Applicant's Name Applicant's Signature Date

EMPLOYMENT DOCUMENT CHECKLIST

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

Documentation to be included with Application	Included with Application Yes / No
100 point identification (usually current photo driver's licence and birth certificate or current passport)	
Academic Transcript (Degrees, Diplomas or Certificates)	
Proof of citizenship/Australian Residence (usually birth certificate, passport or visa)	
Statement of Service showing commencement dates, termination dates, whether service was full-time, part-time or casual	
No. Institute of Teachers Number and Accreditation Documentation	
Evidence of ISTAA Accreditation	
Minister's References (If one is not included, please nominate a Minister as a referee)	
Current First Aid Certificate (if applicable)	
Resume and covering letter	
Information which addresses the Selection Criteria with the Role Description	



ST. PETER'S
Anglican Primary School

Employment Privacy

(Extract from the Privacy Policy – version 2.0 August 2016)

St Peter's Anglican Primary School is bound by the Australian Privacy Principles (APP) contained in the Commonwealth Privacy Act.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

Collection of Personal Information

Personal information is collected from applicants and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant or contractor, as the case may be. The purposes for which the School uses personal information of job applicants and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the School; and
- to satisfy the School's legal obligations, for example, in relation to child protection legislation.

Use of Personal Information

This information is used to fill open positions within the School as the need arises. Information provided to the School in respect to an application for employment will be kept by the School for a period of 1 year, after which the documentation of unsuccessful applicants will be properly disposed of. Applications will not be returned to the applicant, unless specifically requested in writing.

Disclosure of Information

From time to time, it may be necessary to disclose personal information in the course of the employment process. An example of this may be contacting the referees supplied to provide work related references.

Management and Security of personal information

The School has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Under the Privacy Act and the Health Records Act, the Australian Privacy Principles and Health Privacy Principles do not apply to an employee records. As a result, the Schools Privacy Policy does not apply to the School's treatment of an employee record, where treatment is directly related to a current or former employment relationship between the School and employment.

EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing St Peter's Anglican Primary School with personal information. Our contact details are as follows:

Address: 5 Howe Street
Campbelltown NSW 2560

Email Address: employment@stpeters.nsw.edu.au

Phone Number: 02 4627 2990

2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy, accessible on the School's website, contains details of how you may complain about a breach of the Australian Privacy Principles (APP's) or how you may seek access to and correction of your personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to collect information under Child Protection Laws. We may also collect personal information about you in accordance with these laws.
6. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why.