



# Application for Employment Casual Teacher

Please complete this form and email to [employment@stpeters.nsw.edu.au](mailto: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

Teachers.on.net

Local Newspaper

TES Australia

"Word of mouth"

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 \_\_\_\_\_

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**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 Institute of Teachers No. (BOSTES) \_\_\_\_\_  
(Please provide a certified copy of your NSW Teachers Institute Accreditation or card)

NSW Teachers Institute Accreditation (if Applicable) \_\_\_\_\_

Are you a financial member of the NSW Teachers Institute (BOSTES)? Yes      No

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 <a href="http://www.newcheck.kids.nsw.gov.au">newcheck.kids.nsw.gov.au</a>	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 SIGNATURE**

Please read and sign the following:-

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)	
Signed Employment Collection Notice	
Current First Aid Certificate (if applicable)	
Resume and covering letter	
Information which addresses the Selection Criteria with the Role Description	



## Employment Privacy

(Extract from the Privacy Policy – 2014)

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, staff members and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be. The purposes for which the School uses personal information of job applicants, staff members 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 one 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, unauthorized 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, the Australian Privacy Principles do not apply to an employee's records. As a result, an individual is exempt from the scope of the Privacy Act if the act or practice is directly related to:-

- a current or former employment relationship between the School and the individual; and
- an employee record held by the organization relating to the individual. Further information can be obtained by visiting the Office of the Federal Privacy Commissioner.

## 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](mailto: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 contains details of how you may complain about a breach of the Australian Privacy Principles (APP's) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact of the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We are require to collect information under Child Protection Laws.
6. The School may store personal information in the "cloud", which may mean that it resides on servers which are situated locally or 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, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

I have read and understand the above Employment Collection Notice.

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Applicant's Name

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Applicant's Signature

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Date