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Working in education in Queensland

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Application for Teacher Employment Form

Please read the [Guide to Completing the Application for Teacher Employment Form](#) before completing this form.

The application form must be submitted in hard copy format; therefore you must print a copy of the completed form and submit it and the required documentary evidence to the Teacher Applicant Centre (TAC).

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Date of receipt

ID Number

Section 1: Applicant Personal Details

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Surname _____

Previous Surname _____

Given Name/s _____

Residential Address _____

State _____ Postcode _____

Postal Address _____

State _____ Postcode _____

Title Mr Mrs Ms Miss Dr

Sex Female Male

Date of Birth DD _____ MM _____ YY _____

Home Telephone _____

Mobile Telephone _____

Other Telephone _____

Email Address _____

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Section 2: Additional Personal and Identification Information

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Teacher Registration

Are you currently registered with the [Queensland College of Teachers](#)?

If you are a Graduate Applicant please ensure that you have submitted your application for teacher registration to the Queensland College of Teachers.

Yes No Exempt

If yes, please provide your teacher registration number _____

Teacher registration annual fee due date _____

Citizenship/Residency Status

Are you an Australian citizen or a permanent resident of Australia?

Yes No If no, please attach a statement giving details of your residency status.

Section 2: Additional Personal and Identification Information (continued)

Private/sexual relationships

Applicants who are in an ongoing lawful private/sexual relationship with a Queensland state school student aged under 18 years of age must confidentially declare this to the Department's Ethical Standards Unit prior to commencing employment.

Information about the department's policy regarding private/sexual relationships is outlined in the [Guide to Teaching in Queensland State Schools](#).

Criminal History

Have you ever been charged or convicted in a court of law for an offence, other than a traffic offence or an offence which you do not have to disclose by virtue of the provision of the *Criminal Law (Rehabilitation of Offenders) Act 1986*? Yes No

Are you now, or have you ever been, the subject of:

- A disciplinary investigation by your present or a past employer?; or Yes No
- The subject of an investigation by police anywhere (other than for a traffic offence or an offence which you do not have to disclose by virtue of the provision of the *Criminal Law (Rehabilitation of Offenders) Act 1986*?); or Yes No
- The subject of an investigation by a teachers' registration authority anywhere? Yes No

If Yes to any of the above questions, you must confidentially declare details of this to the Department's Ethical Standards Unit following submission of your application. (If Yes to the question regarding investigation by a teachers' registration authority, please provide copies of documentation relevant to outcomes by the relevant teacher registration authority).

Previous employment with the Department of Education and Training

Have you ever previously been employed or applied for employment as a teacher with the Department of Education and Training?

Yes No If yes, please provide your employee/ID number _____

Have you received a grant under the Department of Education and Training Career Change Program for teachers?

Yes No Please note that if you answered 'yes' to this question you are not eligible to teach in a Queensland State School.

Department of Education and Training Scholarship Recipients

Are you the recipient of a Department of Education and Training Scholarship?

Yes No If yes, please provide your employee/identification number _____

Other Government Employment

Have you ever been or are you currently employed by the Queensland Government, other than as a teacher with this department (i.e. are you a public servant or Crown employee) or are you currently on leave from any Commonwealth or other State Government department?

Yes No If yes, please attach a statement giving details.

Section 3: Applicant Details

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3 (a) Applicant Type

If you are a registered teacher, or eligible for registration with the [Queensland College of Teachers](#), please indicate the type of applicant you are. Please refer to the [Guide to Completing the Application for Teacher Employment Form](#) for descriptions.

- Graduate Applicant
- General Applicant
- Grey Nomad Applicant

Please note: Instrumental Music and Dance Teachers with Queensland Teachers registration should choose one of the above categories.

Section 3: Applicant Details (continued)

Applicants who are not eligible for registration with the Queensland College of Teachers should indicate one of the following categories.

- MIC Instrumental Music Instructor only
 CTC Community Teacher - (employed in identified indigenous community schools)
 ATC Assistant Teacher - (employed in identified indigenous community schools)

If you are an applicant who does not require registration from Queensland College of Teachers, you are required to obtain a 'Blue Card' from the [Commission for Children, Young People and Child Guardians](#). Please refer to the [Guide to Completing the Application for Teacher Employment Form](#) for more information.

3 (b) Type of Employment Sought

Please indicate the type of employment you are seeking. Please number your preferences consecutively if you wish to be considered for more than one type of employment.

For information about the types of employment available, please refer to the [Guide to Completing the Application for Teacher Employment Form](#).

- F Permanent full-time T Temporary
 P Permanent part-time C Casual

Please indicate the date from which you are available to accept a position. ___ / ___ / ____

Section 4: Teacher and Sector Preferences

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4 (a) Sector / Learning Phase Preferences

Please indicate the Sector/s or Learning Phase/s that you are formally qualified to teach or have significant and verifiable teaching experience.

If you are qualified for more than one sector please number your preferences consecutively.

- K Early Phase / Prep (P – 3) S Secondary (Years 8 to 12)
 P Primary (Years 1 to 7) L Special Needs / Students with Disabilities

Applicants specifically qualified for the Middle Years of Schooling should preference both Primary and Secondary sectors above, then nominate Middle Schooling as a teaching area as their preference in section 4(c).

4 (b) Additional Location Information

If a vacancy arises in a location where departmental accommodation is restricted (for example in instances where there is only single accommodation available) do you wish to be considered for such a position? Yes No

If you are appointed to a vacancy which requires you to relocate, do you have family members and/or others who will need to accompany you? Yes No

If you accept an offer of a position that requires you to relocate, removal of your furniture and personal effects will be managed by Toll Transitions. To facilitate this process the Department of Education and Training will need to provide Toll Transitions with your ID number and the locations that you are moving from and moving to.

Please confirm that you consent to the Department sharing this information, if required. Yes No

4 (c) Teaching Area Preferences including languages

Please indicate the teaching areas and/or curriculum areas that you are formally qualified to teach or have significant and verifiable teaching experience.

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Only those areas which you are willing to teach should be nominated. For secondary areas please also nominate the year level that you can teach the curriculum area.

Please refer to the [Guide to Completing the Application for Teacher Employment Form](#) for details on how to complete this section, including details of areas taught in Queensland state schools.

Section 4: Teacher and Sector Preferences (continued)

Early Phase (P-3) and Primary Teaching Preferences

Pref		Pref	
1		4	
2		5	
3		6	

Secondary Teaching Preferences

Curriculum Area	Year Level	Curriculum Area	Year Level

Special Needs / Students with Disabilities Preferences

Pref		Pref	
1		4	
2		5	
3		6	

4 (d) Request for Languages Other Than English (LOTE) Proficiency Assessment.

To be eligible to be employed as a LOTE teacher, applicants are required to undertake a LOTE proficiency interview in addition to the applicant suitability assessment. Information about the LOTE proficiency assessment is provided in the [Guide to Completing the Application for Teacher Employment Form](#) and in the [Languages Other Than English Proficiency Assessment Overview](#) available from the website.

Please note that LOTE Proficiency Assessments will be conducted in response to identified LOTE workforce demands and after you have undertaken the applicant suitability assessment.

Please indicate the language/s that you wish to teach:

<input type="checkbox"/> Chinese	<input type="checkbox"/> Italian
<input type="checkbox"/> French	<input type="checkbox"/> Japanese
<input type="checkbox"/> German	<input type="checkbox"/> Korean
<input type="checkbox"/> Indonesian	<input type="checkbox"/> Spanish

Are you a native speaker of the language/s indicated above? Yes No

If yes, which language/s? _____

Did you study a Language Other Than English at school or university? Yes No

If yes, which language/s? _____

At what level/s have you studied the language? Primary Secondary Tertiary

How many years have you/did you study the language for? _____

Were you educated in a country of the language/s that you studied and wish to teach? Yes No

If yes, at what level? Primary Secondary Tertiary

Section 5: Location Preferences

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5 (a) Location Preferences for applicants seeking Permanent and/or Temporary employment on a full-time and/or part-time basis.

Please indicate your preferred locations for your initial appointment.

State-wide availability

Are your initial location preferences state-wide?

- Yes If 'Yes', each regional and/or district location will be recorded as location preference 1.
- No If 'No', please indicate the regional and/or district locations for which you wish to be considered for initial appointment in the following section.

Applicants need to consider that restricted location preferences may significantly limit their employment opportunities.

It is a condition of permanent employment that teachers may be required to teach anywhere in the state at some stage during their teaching career, regardless of their location preferences for initial appointment.

To obtain specific information about schools located within each regional and district location, please access the maps available from the Department of Education and Training's website at: <http://education.qld.gov.au/schools/maps/>.

Regional and/or District Preferences

If you indicated in the previous section that your preference for initial appointment was not state-wide, please indicate the regional and/or district locations for which you wish to be considered below.

Please number your preferences consecutively.

<i>Regional Location</i>	<i>District</i>
<input type="checkbox"/> Darling Downs & South West Queensland (DDS) Anywhere	<input type="checkbox"/> Roma (DDS)
	<input type="checkbox"/> The Downs (DDS)
	<input type="checkbox"/> Toowoomba (DDS)
	<input type="checkbox"/> Warwick (DDS)
<input type="checkbox"/> Far North Queensland (FNQ) Anywhere	<input type="checkbox"/> Cairns Coastal (FNQ)
	<input type="checkbox"/> Tablelands – Johnston (FNQ)
	<input type="checkbox"/> Torres Strait & Cape (FNQ)
<input type="checkbox"/> Fitzroy-Central West (FCW) Anywhere	<input type="checkbox"/> Central Coast (FCW)
	<input type="checkbox"/> Central Queensland (FCW)
	<input type="checkbox"/> Central West (FCW)
<input type="checkbox"/> Greater Brisbane (GBN) Anywhere	<input type="checkbox"/> Brisbane Central & West (GBN)
	<input type="checkbox"/> Brisbane North (GBN)
	<input type="checkbox"/> Brisbane South (GBN)
	<input type="checkbox"/> South East Brisbane (GBN)
<input type="checkbox"/> Mackay-Whitsunday (MYW) - Anywhere	<input type="checkbox"/> Mackay – Whitsunday (MYW)
<input type="checkbox"/> Moreton (MTN) - Anywhere	<input type="checkbox"/> Moreton East (MTN)
	<input type="checkbox"/> Moreton West (MTN)
<input type="checkbox"/> North Queensland (NOQ) - Anywhere	<input type="checkbox"/> Townsville (NOQ)
	<input type="checkbox"/> Mount Isa (NOQ)
<input type="checkbox"/> South Coast (SOC) - Anywhere	<input type="checkbox"/> Gold Coast (SOC)
	<input type="checkbox"/> Logan-Albert Beaudesert (SOC)
<input type="checkbox"/> Sunshine Coast (SUN) - Anywhere	<input type="checkbox"/> Sunshine Coast North (SUN)
	<input type="checkbox"/> Sunshine Coast South (SUN)
<input type="checkbox"/> Wide Bay- Burnett (WBB) - Anywhere	<input type="checkbox"/> Wide Bay North (WBB)
	<input type="checkbox"/> Wide Bay South (WBB)
	<input type="checkbox"/> Wide Bay West (WBB)

Brief comment on location preferences.

Please indicate any restrictions on your location preferences and provide details of any personal circumstances which may need to be taken into consideration when considering you for vacancies. (maximum of 20 words)

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Section 5: Location Preferences (continued)

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5 (b) Location Preferences for applicants seeking Casual employment.

Casual employment can also be referred to as relief or supply teaching.

Please indicate ('x') the district location/s where you wish to be registered for casual teaching.

<i>Regions</i>	<i>District</i>	<i>District</i>
Darling Downs & South West Queensland (DDS)	<input type="checkbox"/> Roma (DDS)	<input type="checkbox"/> Toowoomba (DDS)
	<input type="checkbox"/> The Downs (DDS)	<input type="checkbox"/> Warwick (DDS)
Far North Queensland (FNQ)	<input type="checkbox"/> Cairns Coastal (FNQ)	<input type="checkbox"/> Torres Strait & Cape (FNQ)
	<input type="checkbox"/> Tablelands – Johnston (FNQ)	
Fitzroy-Central West (FCW)	<input type="checkbox"/> Central Coast (FCW)	<input type="checkbox"/> Central West (FCW)
	<input type="checkbox"/> Central Queensland (FCW)	
Greater Brisbane (GBN)	<input type="checkbox"/> Brisbane Central & West (GBN)	<input type="checkbox"/> Brisbane South (GBN)
	<input type="checkbox"/> Brisbane North (GBN)	<input type="checkbox"/> South East Brisbane (GBN)
Mackay – Whitsunday (MYW)	<input type="checkbox"/> Mackay – Whitsunday (MYW)	
Moreton (MTN)	<input type="checkbox"/> Moreton East (MTN)	<input type="checkbox"/> Moreton West (MTN)
North Queensland (NOQ)	<input type="checkbox"/> Townsville (NOQ)	<input type="checkbox"/> Mount Isa (NOQ)
South Coast (SOC)	<input type="checkbox"/> Gold Coast (SOC)	<input type="checkbox"/> Logan-Albert Beaudesert (SOC)
Sunshine Coast (SUN)	<input type="checkbox"/> Sunshine Coast North (SUN)	<input type="checkbox"/> Sunshine Coast South (SUN)
Wide Bay- Burnett (WBB)	<input type="checkbox"/> Wide Bay North (WBB)	<input type="checkbox"/> Wide Bay West (WBB)
	<input type="checkbox"/> Wide Bay South (WBB)	

Casual Sector / Learning Phase Preferences

Please indicate the Sector/s or Learning Phase/s that you are formally qualified to teach or have significant and verifiable teaching experience.

Please indicate ('x') the Sector/s or Learning Phase/s for which you wish to be registered for casual teaching.

<input type="checkbox"/> K	Early Phase / Prep (P – 3)	<input type="checkbox"/> S	Secondary (Years 8 to 12)
<input type="checkbox"/> P	Primary (Years 1 to 7)	<input type="checkbox"/> L	Special Needs / Students with Disabilities

Suitability Assessment Process

Applicants for permanent and/or temporary teacher employment on a full-time or part-time basis must undertake the suitability assessment process. This process provides applicants with an opportunity to demonstrate their professional knowledge and experience, work and life experiences and community commitment.

Information about the assessment process is provided in the [Guide to Teaching in Queensland State Schools](#) available from the department’s website at www.teach.qld.gov.au

Regional Location Preference for Interview

Please nominate the closest Regional Office to your place of residence or the most convenient region for you to undertake your suitability assessment.

Section 6: Teaching and Other Relevant Employment History	Office use only 006SCR
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Please provide details of teaching and other relevant employment, except those with the Queensland Department of Education and Training.

Documentary evidence is required.

Certified copies of statements of service are required if you wish to have this employment recognised for classification and salary purposes. Information about the statement of service requirements is provided in the [Guide to Teaching in Queensland State Schools](#).

Please attach a separate page with these details if there is insufficient space below.

Employer	State/Country	Sector Taught	Work Status	From Date	To Date

Sectors – Early Phase/ Prep (K), Primary (P), Secondary (S) or Special (L)
 Work Status – Permanent Full-time (F), Permanent Part-time (P), Temporary (T) or Casual (C).

Section 7: Skills and CompetenciesOffice use only
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Please provide details of any skills or competencies that you may possess, for example TAFE accreditation, first aid accreditation etc. A list of relevant skills and competencies is provided in the [Guide to Completing the Application for Teacher Employment Form](#).

Documentary evidence to support your skills and competencies must be attached.

Skills and Competencies									
Description	Date obtained	Instrumental Music Performance Level	Instrumental Music Teaching Level	In-service / Training other than formal	Current Accreditation	Manual Communication	Experience	Coach / Trainer	TAFE Accreditation

Section 8: QualificationsOffice use only
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Please provide details of all of your formal qualifications.
Documentary evidence of your qualifications must be attached.

Section 8 (a) : Educational Qualifications – Teacher Preparation (Preservice) Program

Qualification Name _____

Academic Institution _____

State/Country _____

Qualification Type _____

Result _____

Majors _____

Year Commenced _____ Years attended _____ Completed (Month & Year) _____

Final Professional Experience Location (Graduates Only) _____

Section 8 (b) : Qualifications – Other tertiary qualifications (if applicable)

Please attach additional information if more than one (1) other tertiary qualification.

Qualification Name _____

Academic Institution _____

State/Country _____

Qualification Type _____

Result _____

Majors _____

Year Commenced _____ Years attended _____ Completed (Month & Year) _____

Section 8: Qualifications (continued)

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Section 8 (c) : Qualifications – Other qualifications (if applicable)

Please attach additional information if more than one (1) other qualification.

Qualification Name	_____		
Academic Institution	_____		
State/Country	_____		
Qualification Type	_____		
Result	_____		
Majors	_____		
Year Commenced	_____	Years attended	_____
		Completed (Month & Year)	_____

Section 9: Recognition of Diversity – for EEO data collection purposes only

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Completion of this section is voluntary

I do not wish to provide this information

Country of Birth _____

First (1st) Language _____

Do you identify as any of the following target groups?

Aboriginal/Torres Strait Islander person

Person with a disability

Person from a Non-English Speaking Background*

None of these groups

* People who have migrated to Australia and children of those people and whose first language is a language other than English.

Section 10: Privacy

The information collected on this form will be used by the Department of Education and Training (DET) to assess your suitability for employment as a teacher with DET and the ongoing management of your employment if your application is successful.

The collection of this information is in accordance with the obligations, powers and functions concerning the employment of public sector employees by DET outlined in the *Public Service Act 2008* (including Directives made there under), *Industrial Relations Act 1999*, *Statistical Returns Act 1896*, *Commission for Children and Young People and Child Guardian Act 2000*, *Workplace Health and Safety Act 1995* and Queensland Government Policy concerning inappropriate relationships between staff and school students.

While completion of this form is voluntary, if you do not answer all relevant questions it may result in your application not being considered. Applicants should note that as part of the selection process your claims made on this form may be checked by contact with your nominated referees, with your present or past employer/s, a teacher registration authority or police. A false answer may result in your application not being considered or in subsequent termination of employment gained with DET on the basis of this application.

The information provided by you will be securely stored and will be made available to appropriate authorised officers of DET or agents employed by DET. The information will be disclosed to other parties without your consent where the disclosure is in accordance with law. Personal information from this form will usually be disclosed to third parties such as QCT.

Personal information collected by the Department is handled in accordance with the [Information Privacy Act 2009](#).

Section 11: Applicant Checklist

The following checklist is provided to ensure that you have completed all of the necessary steps and attached all of the required documentary evidence before you submit your Application for Teacher Employment form.

Your application will not be processed until all of the relevant documentary evidence is received by the Teacher Applicant Centre.

Have you:

- Read the [Guide to Teaching in Queensland State Schools](#)
- Read the [Guide to Completing the Application for Teacher Employment Form](#)
- Completed all sections of the *Application for Teacher Employment Form*
- Attached documentary evidence of:
 - All name changes (*Section 1*)
 - Proof of identity (Birth Certificate / Passport) (*Section 1*)
 - Certificate of Teacher Registration from the Queensland College of Teachers (*Section 2*)
 - Visa/Work Permit/Citizenship if not a permanent resident (*Section 2*)
 - Other Government Employment (*Section 2*)
 - Teaching or Other Relevant Employment History (*Section 6*)
 - Skills and Competencies (*Section 7*)
 - All Qualifications, such as academic records/transcripts and degree certificates (*Section 8*)
- Had documentary evidence certified by an authorised person

Section 12: Applicant Declaration

- I certify that the information contained in this application is a true and correct statement of my particulars, qualification/s, training, experience and competencies.
- I understand that statements found to be false within my knowledge may make me liable for immediate dismissal.
- I understand that a condition of permanent employment is that teachers are required to teach anywhere in the State of Queensland.
- I certify that I have not received a grant under the Department of Education and Training Career Change Programs for teachers or Voluntary Early Retirement (VER).
- I understand that the Department of Education and Training may need to provide specific personal details to Toll Transitions if it is necessary to change residence to take up a position with the Department of Education and Training. I hereby confirm my consent for this to occur.
- I understand that the Department of Education and Training will not provide me with removal/relocation or any associated costs due to my employment through the Grey Nomad Teacher Employment Initiative.
- I consent to the Department of Education and Training undertaking relevant background checks which may include all or any of the following:
 - Previous employment;
 - Criminal history;
 - Queensland College of Teachers (or other teacher registration authority) – disciplinary action

Signature _____

Date _____

Please submit your completed Application for Teacher Employment form and associated certified documentary evidence to:

Teacher Applicant Centre
 PO Box 469
 IPSWICH QLD 4305

<i>Office Use Only</i>	
Final Checked by	X91SCR
Entered By	X87SCR
Checked By	XL0SCR