



Catholic Education Office  
DIOCESE OF BATHURST

**APPLICATION FOR CASUAL TEACHING**

**INSTRUCTIONS – PLEASE READ CAREFULLY**

1. You must complete **all** sections in this form and fill in all spaces.
2. All supporting documentation must be certified copies of the original documents and attached to the completed application form – **only photocopies carrying the original signature of a Justice of the Peace will be accepted.** Partially completed forms or forms without full documentation will be returned for completion.
3. Completed applications with supporting documentation are to be forwarded to:

Employee Services  
The Catholic Education Office  
PO Box 308  
BATHURST NSW 2795

**SECTION 1: PERSONAL DETAILS**

Surname:	Mobile:
Given Name(s):	Email:
Previous Name(s):	Date of birth:
Title (Mr, Mrs, Ms, Miss, Dr)	Place of Birth: (City, State, Country)
Residential Address: Postcode:	Country of Citizenship:
Postal Address: Postcode:	Australian Residency Status: Yes <input type="checkbox"/> No <input type="checkbox"/>
Phone:	Marital Status:
Religion:	Parish/Parish Priest:

Are you of Aboriginal or Torres Strait Islander origin?

No  Aboriginal  Torres Strait Islander

**SECTION 2: BOARD OF STUDIES, TEACHING AND EDUCATIONAL STANDARDS (BOSTES)**

A New Scheme Teacher is a teacher who commences teaching in NSW for the first time after 30 September 2004 or who is returning to work after an absence from teaching in NSW (casual or permanent) of 5 years or more.

Please refer to the BOSTES website for further information [www.bostes.nsw.edu.au](http://www.bostes.nsw.edu.au)

1. BOSTES Number: \_\_\_\_\_
2. Accreditation Level: \_\_\_\_\_
3. If you are not accredited with the BOSTES please indicate one of the following:
  - a. I am an 'Existing Teacher' i.e. qualified and teaching in NSW before and since October 2004 and without a break from teaching in NSW of five years or more
  - b. My application is currently being processed by BOSTES

**SECTION 3: LANGUAGE**

Is English your first language? Yes  No

- If No:
- Did you study for your tertiary qualification in English? Yes  No
  - Did you study in a country where English is an official language? Yes  No
  - Have you undertaken the *International English Language Testing System (IELTS)* or *International Second Language Proficiency Rating (ISLPR)*? Yes  No
  - Attach a copy of your most recent IELTS or ISLPR if applicable

**SECTION 4: EDUCATION**

**Tertiary Qualifications**

Institution	Years Attended	Qualification Awarded	Date Conferred

I am qualified to teach:

- Primary       Secondary – Subjects \_\_\_\_\_

**Other Qualifications**

Institution	Years Attended	Qualification Awarded	Date Conferred

## SECTION 5: ACCREDITATION TO WORK, TEACH AND LEAD

Teachers employed are to be accredited to work, teach and lead at the appropriate level as per the CEO *Accreditation Policy to Work, Teach and Lead in Systemic Catholic Schools Policy*.

### Religious Education Qualifications

Qualification	Institution Attended	Years Attended	Date Conferred

Please identify the category of accreditation for which you are applying:

Indicate category	Category	Role	Minimum Requirements
N/A to teaching positions	<b>A</b> Accreditation to work in a Catholic school	School Support Staff	<ul style="list-style-type: none"> <li>• Catholic/committed to Catholic ethos.</li> <li>• Completion of 6 hour orientation program.</li> </ul>
<input type="checkbox"/>	<b>B</b> Accreditation to teach in a Catholic school	All teachers	<ul style="list-style-type: none"> <li>• Catholic/committed to Catholic ethos.</li> <li>• Completion of 12 hours Catholic Teacher Formation to be provided by the CEO.</li> </ul>
<input type="checkbox"/>	<b>C</b> Accreditation for Leadership in a Catholic school	Coordinators and leaders at middle management level	<ul style="list-style-type: none"> <li>• Catholic/committed to Catholic ethos.</li> <li>• Completion of 2 Units Postgraduate RE/Leadership.</li> </ul>
<input type="checkbox"/>	<b>D</b> Accreditation to Teach Religious Education	Teachers of Religious Education	<ul style="list-style-type: none"> <li>• Catholic.</li> <li>• Completion of 6 Units Undergraduate (RE/Theology); or</li> <li>• 4 Units Postgraduate RE/Theology</li> </ul>
<input type="checkbox"/>	<b>E</b> Accreditation for Senior Leadership	Principals, Assistant Principals, Religious Education Coordinators	<ul style="list-style-type: none"> <li>• Catholic.</li> <li>• Accredited for Leadership and To Teach RE (Category D); and</li> <li>• Minimum 4 Units Postgraduate study in Catholic Leadership/Theology</li> </ul>

**NOTE: For new appointments requiring accreditation at Levels C, D or E where the minimum requirement at that level is not currently met, applicants will be required to meet accreditation requirements within 2 years of commencing in this role.**

**SECTION 6: EMPLOYMENT RECORD**

Please list position beginning with the most recent.

<b>Employer</b> (School or Business)	<b>Position Held</b>	<b>Full Time Equivalent</b>	<b>Comm. Date</b>	<b>Completion Date</b>

**Parish / Community Involvement**  
Describe any way you have been involved in activities associated with parish and/or community.

**Professional Associations**  
List any professional associations of which you are a member:

**SECTION 7: WORKING WITH CHILDREN CHECK (WWCC)**

For child related employment you must be cleared for child related work.

To apply for the WWCC go to the website

[www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check](http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check)

WWCC Number: \_\_\_\_\_

Expiry date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**SECTION 8: NOMINATED REFEREES**

Nominate three referees, one of whom should be a Parish Priest or Minister and one your most recent employer. For first year out teachers a reference from the practicum supervisor / supervising teacher should be included.

I give consent to the following referees being contacted in regard to my application.

<b>Name</b>	<b>Organisation and Position</b>	<b>Contact Details</b>
Most recent employer:		Phone: Mobile: Email:
Parish Priest or Minister:		Phone: Mobile: Email
Professional Referee:		Phone: Mobile: Email

## SECTION 9: DOCUMENT CHECKLIST

Listed below is the supporting documentation required to complete this application.

You are required to take your original documents and photocopies to a Justice of the Peace to be certified - **only photocopies carrying the original signature of a Justice of the Peace will be accepted**

### QUALIFICATIONS

- University or College Final Transcript of Academic Results indicating eligibility for the Award
- Religious Education Qualifications (if applicable).
- Other Degrees, Diplomas or Certificates including First Aid Certificate.

### PROOF OF IDENTIFICATION

- Proof of identity, equal to 100 points as per the attached list (refer Page 11).

### ADDITIONAL IDENTIFICATION REQUIREMENTS

- Marriage Certificate or other Change of Name documentation (if any documents are submitted in a previous name)

### ADDITIONAL DOCUMENTATION

- Personal, Bank Account & Superannuation Details completed (refer Pages 8 & 9)
- Tax file number declaration downloaded from CEO website, completed and attached to application.
- Statement(s) of Service (if applicable) – issued by an employer on official letterhead showing commencement date, termination date, whether service was full-time, part-time or casual and whether any leave without pay was taken.
- Professional Experience Reports (beginning teachers only)
- Statement of Eligibility from BOSTES (New Scheme Teachers only)

**SECTION 10: APPLICANT DECLARATION**

- Employment in schools is child-related employment. By submitting this application, I am agreeing that there is no reason for the employer to believe that I am not suitable to work in child-related employment. If any information not disclosed in my application is brought to the attention of the employer, my application may be reviewed and/or employment may be terminated.
- I certify that the information in this form is complete and correct and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.
- I am aware that failure to provide all requested information as a part of this application may result in delays in determining my pay and that the employer is unable to finalise my application until the Working With Children Check clearance is received.
- I declare that the information contained in this application and any other document(s) provided in support of it is true and correct in every aspect.
- I acknowledge that I have downloaded from the Catholic Education Office Bathurst website and viewed the documents listed below. I agree to support the philosophy, policies and procedures of the Catholic Education Office Bathurst.
  - Accreditation Policy to Work, Teach and Lead in Systemic Catholic Schools in the Diocese of Bathurst.
  - Guidelines for Professional Conduct in the Protection of Children & Young People
  - Fair Work Information Statement\*

\*While this application does not constitute an offer of employment, employers covered by the national workplace relations system are required to give each new employee the Fair Work Information Statement before, or as soon as possible, after the employee commences employment.

<b>Applicant Name:</b>	
<b>Applicant Signature:</b>	
<b>Date:</b>	



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**PERSONAL, BANK ACCOUNT & SUPERANNUATION DETAILS**

**PERSONAL DETAILS**

PIN (office use): \_\_\_\_\_

Surname: \_\_\_\_\_ Title: \_\_\_\_\_

Given name: \_\_\_\_\_ Middle name: \_\_\_\_\_

Preferred name: \_\_\_\_\_

Previous names: \_\_\_\_\_

Date of birth (dd/mm/yy): \_\_\_\_\_ Place of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_

Religion: \_\_\_\_\_

Previous Diocese (if applicable): \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address (if different to above): \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

**EMERGENCY CONTACT DETAILS**

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Contact Number: \_\_\_\_\_



**BANK ACCOUNT DETAILS FOR RECEIPT OF SALARY PAYMENTS**

I request the Catholic Education Office to deposit my nett salary into the following account/s:

**Account 1**

Name of Bank/Building Society/Credit Union: \_\_\_\_\_  
Branch: \_\_\_\_\_  
BSB Number (must be 3-3 digits): \_\_\_\_\_ - \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

**Account 2**

Name of Bank/Building Society/Credit Union: \_\_\_\_\_  
Branch: \_\_\_\_\_  
BSB Number (must be 3-3 digits): \_\_\_\_\_ - \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

**Account 3**

Name of Bank/Building Society/Credit Union: \_\_\_\_\_  
Branch: \_\_\_\_\_  
BSB Number (must be 3-3 digits): \_\_\_\_\_ - \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Amount: \_\_\_\_\_

**Note on Multiple Bank Accounts:** If you opt for multiple bank account deposits, you should firstly list the account/s into which a fixed amount is to be processed. The last account number listed will have the balance of your salary deposited into it. Please write 'BALANCE' in the 'AMOUNT' line for this account.

**SUPERANNUATION**

The Catholic Education Office offers a choice of three superannuation funds to employees. Please nominate a superannuation fund:

- Australian Catholic Superannuation Retirement Fund [www.catholicsuper.com.au](http://www.catholicsuper.com.au)
- NGS Super [www.ngssuper.com.au](http://www.ngssuper.com.au)
- Catholic Super [www.csf.com.au](http://www.csf.com.au)

Information about the funds offered can be obtained from the website addresses provided.

The Catholic Education Office's default fund for superannuation guarantee contributions is the Australian Catholic Superannuation Retirement Fund if a fund is not specified.

Employees do not have the ability to direct superannuation contributions to any other superannuation fund.

**SIGNATURE**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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**Employment Collection Notice**

1. In applying for this position you will be providing The Diocese of Bathurst Catholic Education Office with personal information. We can be contacted at PO Box 308, Bathurst NSW 2795, Telephone (02) 6338 3000, Facsimile (02) 6338 3001 or email at [ceo@bth.catholic.edu.au](mailto:ceo@bth.catholic.edu.au)
2. If you provide us with personal information, for example your name and address or information obtained on your resume, we will collect the information in order to assess your application.
3. You may seek access to your personal information held at this office if you are unsuccessful in your application. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent. We usually disclose this type of information to organisations such as Government departments, Catholic Education Commission, Catholic Commission for Employment Relations, Catholic Education Offices and schools, local Diocese and parish, our insurers and medical practitioners.
5. You are required to provide at the time of application a valid Working with Children Check Number.
6. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to us and they can access that information if they wish. We do not disclose their information to third parties.

## 100 POINT IDENTIFICATION CHECK

You must provide documents to support your identity adding up to a minimum of 100 points.

### At least one of your documents must be a photo identification document

	Score	Tick
Birth Certificate	70	
Birth Card issued by the NSW Registry of Births, Deaths and Marriages	70	
Citizenship Certificate	70	
Current Australian Passport	70	
Expired Australian Passport which has not been cancelled and was current within the preceding 2 years	70	
Current passport from another country or diplomatic documents	70	
Current Australian driver photo licence	40	
Identification Card issued by a public employer	40	
Identification Card issued by the Australian or a State Government as evidence of a person's entitlement to a financial benefit	40	
Student ID Card issued by an Australian tertiary education institution	40	
Document held by a cash dealer giving security over property	35	
Mortgage held by a financial body	35	
Rates notice	35	
Document from current or present employer within the last two years	35	
Land Titles Office record	35	
Document from the Credit Reference Association of Australia	35	
Current credit card or account card from a bank, building society or credit union	25	
Current telephone, water, gas or electricity bill	25	
Foreign driver's licence	25	
Medicare Card	25	
Electoral roll compiled by the Australian Electoral Commission	25	
Lease / rent agreement	25	
Current rent receipt from a licensed real estate agent	25	
Records of a primary, secondary or tertiary educational institution attended within the last 10 years	25	
Records of a professional or trade association of which the applicant is a member.	25	