

APPLICATION FOR REGISTRATION TO TEACH IN CEO SYDNEY SCHOOLS

Please read this document carefully and follow the instructions

Email all documents to:

hrcasrecruitment@syd.catholic.edu.au

PROCESS

As this is child-related employment, you are required before lodging your application, to obtain several documents as listed below and in the Procedure for Application for Registration to Teach PDF document. All documents must be scanned, saved in PDF then emailed to: hrcasrecruitment@syd.catholic.edu.au

APPLICANT DECLARATION

Each question must be answered and ticked either YES or NO. If YES, details must be provided. You may be contacted for further details. Each declaration must be answered and signed.

QUERIES

All queries are managed via email to hrcasrecruitment@syd.catholic.edu.au

ATTACHMENT CHECKLIST

I confirm that I have attached the following to my application email	Applicant's Signature
Application Form (with all questions/sections completed and signed)	
NSW IOT/BOSTES Official Statement of Eligibility for new scheme teachers (post-2004), interstate/international teachers and teachers who have not taught in NSW in 5 years or more (NB: The online Summary Report is not sufficient)	
Working with Children clearance letter (with WWC number included)	
Official Academic Transcripts for all university degrees (stating completion date of the course if a graduate)	
Statements of Service from all prior teaching employers; OR Practicum reports evidencing a minimum of 20 days experience	
Proof of Identity (Current Australian Driver's Licence or Photo ID or for non-Australian born applicants a Passport)	
Proof of Citizenship (Australian Passport); OR For non-Australian born applicants a Passport and valid Visa showing: class, sub-classification, any conditions, visa type, and number.	

I confirm that I have attached each of the above documents to my application email as PDF attachments.

Applicant's Signature: _____

Date: _____

Application for Registration to Teach

Have you been appointed to/offered a position at a CEO Sydney school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please provide name and suburb of the school:	
Are you a Primary or Secondary trained Teacher?	Primary <input type="checkbox"/> Secondary <input type="checkbox"/>
Are you a former employee of CEO Sydney?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, Please provide your Employee ID (formerly PIN):	
Have you worked for CEO Sydney in the past twelve months?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 1: PERSONAL DETAILS

Surname:		Mobile:	
Given Name(s):		Home Phone:	
Title:		Email: Email address must be current	
Previous name(s):		Religion:	
Residential Address:		Mailing Address:	
Postcode:		Postcode:	
Date of Birth:		Place of Birth: (City, State, Country)	
Marital Status:		Australian Resident: Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, Visa Status: If Visa, Visa Number/Class: Country of Citizenship:	
Are you of Aboriginal or Torres Strait islander origin? No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> (Persons of both Aboriginal and Torres Strait islander origin should mark BOTH boxes)			

SECTION 2: NSW INSTITUTE OF TEACHERS REQUIREMENTS

Are you an Existing Teacher?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you registered with the NSW Institute of Teachers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your NSW Institute of Teachers number? <i>If an Existing Teacher: Skip to Section 3</i>	Institute No:
Have you been accredited with the NSW Institute of Teachers by a Teacher Accreditation Authority (TAA)? <i>To check, log into your NSWIoT account</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If NO, skip to "Language"</i>



	<i>section</i>
Name of TAA (Initial Accreditation Authority):	
What is your current accreditation level?	<input type="checkbox"/> Graduate Provisional <input type="checkbox"/> Graduate Conditional <input type="checkbox"/> Proficient <input type="checkbox"/> Highly Accomplished <input type="checkbox"/> Lead Teacher
What is your membership status with the NSW Institute of Teachers?	<input type="checkbox"/> Active <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Mutual Recognition <input type="checkbox"/> Other. Please specify _____
Are you currently financial with the NSW Institute of Teachers?	Yes <input type="checkbox"/> No <input type="checkbox"/>

LANGUAGE	
Is English your first language?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO – - Did you study for your tertiary qualification in English? Yes <input type="checkbox"/> No <input type="checkbox"/> - Did you study in a country where English is an official language? Yes <input type="checkbox"/> No <input type="checkbox"/> - Have you undertaken the <i>International English Language Testing System (IELTS)</i> , or <i>International Second Language Proficiency Rating (ISLPR)</i> ? Yes <input type="checkbox"/> No <input type="checkbox"/> - Attach a copy of your most recent IELTS or ISLPR, if applicable. 📎	

SECTION 3: EDUCATION

TERTIARY LEVEL QUALIFICATIONS

Qualification Gained	Institution Attended	Years Attended	Date Awarded

ANY RELEVANT TRAINING / COURSE / QUALIFICATION

Qualification Gained	Institution Attended	Years Attended	Date Awarded



SECTION 4: EMPLOYMENT RECORD

Please include a **full employment history** including all teaching and non-teaching employers from the age of 18 to present. Please specify any employment gaps and provide reason for the gap/s (I.e. Travel, unemployment, full-time child-rearing or full time study).

FULL EMPLOYMENT HISTORY

Occupation	Employer	Year		Reason for Leaving
		From	To	

SECTION 5: EMPLOYMENT CHECKING

WORKING WITH CHILDREN CHECK

This position is child-related work, you must obtain a Working with Children Check Clearance Number from the Roads and Maritime Services (RMS) and/or Government Access Centres.

For further details: www.newcheck.kids.nsw.gov.au The CEO *cannot* process your application until you provide the CEO with your Working with Children Check number and it has been verified with the RMS as cleared, by the CEO.

RMS WWCC Number: _____ Date of application: _____

WWCC Letter attached? Yes No

Please answer the following questions

1. Have you been convicted of an offence that would bar you from child related work?
If yes, please give a brief description. Yes No

2. Are you currently subject to any criminal proceedings that if proven would bar you from child related work? For details: <http://kids.nsw.gov.au/kids/working/newcheck/factsheets.cfm>
If yes, please give a brief description. Yes No



3. Have you ever been accused of physically, sexually or emotionally abusing a child or a young person? If yes, please give a brief description. Yes No

4. *(For applicants who have worked in NSW)* Have you ever been the subject of an allegation of 'reportable conduct' (that is: sexual offence, sexual misconduct, assault, ill-treatment, neglect or psychological harm of a child) as defined by NSW Ombudsman and/or the Commission for Children and Young People? If yes, please give a brief description. Yes No

5. *(For applicants who have worked outside of NSW)* Have you ever been the subject of a serious allegation involving your conduct with a child or young person, such as a sexual offence, sexual misconduct, assault, ill-treatment, neglect or psychological harm that resulted in a notification to a statutory authority under the local child protection legislation? If yes, please give a brief description. Yes No

6. Have you ever been the subject of a complaint/allegation and/or internal investigation that related to a breach of your professional boundaries and/or breach of a Code of Conduct? If yes, please give a brief description. Yes No

7. Are you aware of any reason or concern, held by another person, which may make you unsuitable to work in child-related employment? Yes No

8. Have you ever been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm? Yes No

9. Have you ever been charged with any criminal offence? If yes, please give details below, this should exclude any spent convictions. If yes, please give a brief description. Yes No

10. Have you ever been convicted of any criminal offence? Yes No



11. During the last 5 years have you been the subject of formal performance management and/or disciplinary proceedings (or any action that might lead to such proceedings) in relation to your employment? If yes, please give a brief description. Yes No

12. As a result of such proceedings or for any other reason, have you ever been suspended, dismissed or asked to resign from your position? Yes No

HEALTH CHECK QUESTIONS

13. Do you have an illness, injury, chronic condition, psychological/emotional condition, or requirement for regular medication that may impact on your capacity to carry out the full requirements of the position for which you are applying, or that may be aggravated or worsened by the duties of the position? If yes, please give a brief description. Yes No

14. Have you in the last 3 years had 10 or more consecutive days leave for sickness that may be relevant when considering your application? If yes, please provide details, including dates. Yes No

15. Do you have any significant vision, voice or hearing loss/ impairment that may impact on your capacity to carry out the full requirements of the position for which you are applying, or that may be aggravated by the duties of the position? If yes, please provide details, inc. dates. Yes No

16. Have you ever been a recipient of workers compensation payments or benefits (wages, medical expenses or injury lump sum compensation)? If yes, please provide details. Yes No

17. Have you ever been rejected or deferred as medically unfit for employment or medically retired from employment? If yes, please provide details, including dates. Yes No



18. Is there any other information regarding your health history that may need to be known when considering your application for employment? If yes, please provide details. Yes No

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SECTION 6: ACCREDITATION TO TEACH RELIGIOUS EDUCATION

Accreditation refers to formal study required for the teaching of Religious Education (RE). Principals need to appoint accredited teachers to all RE classes.

Primary school teachers usually teach classroom RE and therefore are required to apply for accreditation. It is desirable that Secondary school teachers have the ability to teach RE. This enhances career and employment prospects. Those who have formal RE study are required to apply for accreditation.

Would you like to apply for Accreditation to teach Religious Education? If Yes, I make application for accreditation based on one of the following criteria:	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have completed a major course of study in Religious Education in my education qualification or in another basic teaching course at a Catholic tertiary institution	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have completed an accredited equivalent course in Religious Education through an institution approved by the CEO Sydney (e.g. Certification of Religious Education (NSW) Aquinas Academy 2 year diploma) or graduate studies in Religious Education (e.g. Graduate Diploma in RE or Masters in RE)	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have completed a degree in Theology or allied disciplines, or partial completion of such degree (at least one year full time or equivalent) at a Catholic tertiary institution and am providing evidence of appropriate professional development in religious education	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have previously been accredited to teach Religious Education in another NSW Diocese	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have previously been accredited to teach Religious Education in another State	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 7: NOMINATED REFEREES

It is the policy of the CEO Sydney for applicants for all positions to provide the names of three referees.

Applicants for registration to teach are required to provide their Parish Priest as a referee. If you are unable to provide a Parish Priest referee, the CEO will consider other significant referees who can attest to the applicant’s ability to respect and uphold the ethos and teachings of the Catholic Church. Examples of significant referees include: lawyers, police, and school leaders (other than your most recent Employer). Please note the CEO may contact the significant referee.

The CEO also requires that applicants provide their most recent Employer as a referee. If your prior employment was within a school, this referee should be the school Principal. Should you require further advice regarding suitable referees, please contact the Recruitment Team on hrcasrecruitment@syd.catholic.edu.au

MOST RECENT EMPLOYER (SCHOOL PRINCIPAL OR NON-SCHOOL MANAGER)	
Name:	Position:
Organisation:	Email:



Phone:	Mobile:
OTHER REFEREES	
Name:	Position:
Organisation:	Email:
Phone:	Mobile:
PARISH PRIEST or ANOTHER SIGNIFICANT PERSON	
Name:	Position:
Organisation:	Email:
Phone:	Mobile:

I understand that the Catholic Education Office reserves the right to contact any previous employer other than the referees nominated above.

Applicant's Signature: _____

Date:

SECTION 8: APPLICANT DECLARATION

Employment in a school is child-related employment. By submitting this application, I am agreeing that there is no reason for the CEO to believe I am not suitable to work in child-related employment. If any information not disclosed in this application is brought to the attention of the CEO, my application may be reviewed and/or employment may be terminated.

Applicant's Signature: _____

Date:

In addition, I certify that the information provided in this application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of my application and/or termination of employment.

Applicant's Signature: _____

Date:

I am aware that I may be required to undergo a medical examination by a practitioner nominated by the CEO prior to being offered employment. If this is requested and it is determined that I do not meet the requirements of the position on medical grounds, then the appointment may not proceed.

Applicant's Signature: _____

Date:

I understand that if further medical information is required I may be asked to give written authorisation for the Sydney CEO to seek relevant medical information. I acknowledge that any wilful suppression or inaccuracy may result in non-acceptance of this application and/or termination of employment.

I declare that the information contained in this health and employment declaration and any other documents(s) provided in support of it is true and correct in every respect.

Applicant's Signature: _____

Date:

I am aware that failure to provide all information as required in this application may result in delays in determining my pay.



Applicant's Signature: _____

Date: _____

I certify the accuracy of the information provided with this application. I have no objection to any past or current referees being required to furnish a confidential report on my employment. I am aware that a check of Police and Children's Commission records may be conducted as part of the employment assessment process. The existence of a criminal record or other relevant record may affect this application for employment.

Applicant's Signature: _____

Date: _____

I have read the following policy documents (available on the CEO website - 'Registration To Teach' page):

A Career in Sydney Archdiocesan Catholic Schools Yes

A Vision for the Archdiocese Yes

Principles of Employment Yes

Advice to Teachers - Behaviours to Encourage Yes

Accreditation Policy to Work, Teach and Lead in Systemic Catholic Schools Yes

Professional Requirements for Religious Education Teachers Yes

Employment Collection Notice Yes

Applicant's Signature: _____

Date: _____

PLEASE DO NOT POST

This Application Form is to be printed, signed and scanned, then EMAILED with all supporting documents to:

hrcasrecruitment@syd.catholic.edu.au