



## APPLICATION FOR CASUAL TEACHER APPROVAL 2015

Use this application to register with the Catholic Education Office prior to seeking casual or contract work in the schools in the Archdiocese of Canberra and Goulburn.

Before completing this application form, please read the accompanying documentation. Should you be in agreement with the contents of those documents, complete this form and send to:

**The Director, Catholic Education Office, PO Box 3317 MANUKA ACT 2603:**

- The Application Form (Pages 3 - 8)
- The Proof of Identity Form (Pages 10 - 11)
- The documentation requested in *Directions for completing this application*.

### DIRECTIONS FOR COMPLETING THIS APPLICATION

#### Documents

Listed below are the documents to be included with this application. You are required to submit photocopies of the original documents – only photocopies certified as true copies by a Justice of the Peace or a person authorised to certify documents will be acceptable.

**Originals of documents will be required for sighting at interviews.**

#### Child Protection

Please take note of what is required in number 5 below: Child Protection.

#### 1. Identity and residency

- Proof of Identity Form (pages 10 – 11)  
If you do not have access to a representative of the Catholic Education Office Canberra and Goulburn, leave the Proof of Identity form incomplete, and in your covering letter indicate that you will bring to your interview 100 points of ID so that the Interviewer can complete the form with you.  
*Teachers already employed by the archdiocese of Canberra and Goulburn need to provide a copy of this form with their application.*
- Evidence of change of name (if applicable)
- If you hold a working visa or are involved in a Teacher Exchange Programme, provide a certified copy of your visa or a certified copy of the documentation about the Teacher Exchange Programme.

#### 2. Qualifications

*If the Catholic Education Office already has certified copies of your qualifications, include with this application uncertified copies for the interview panel.*

- Certified copies of your teaching qualification (eg B Ed or Grad Dip Ed) and other related qualifications (eg BA). Both the testamur and the final academic transcripts are required. Academic transcripts should show eligibility for the award. Include front and back of the original transcript for descriptive or explanatory information.
- **Beginning teachers only:** provide certified copies of completed qualifications. Provide a printout of the current course showing units completed and to be completed.
- Applicants, whose qualifications were gained overseas, provide your comparability assessment.  
*If you have not had a comparability assessment done, please expect delays with your application while a determination is made about your qualification/s.*

- Where qualifications are not written in English, provide translation/s to English of these qualification/s, academic transcript/s and any other relevant documentation, prepared and certified by a recognised interpreting and translating service.
- Applicants, whose first language is not English, provide one of:
  - Evidence that all four years of your required higher education study (or qualifications assessed as comparable) were undertaken in English in either Australia, New Zealand, United Kingdom (England, Scotland, Wales and Northern Ireland), the United States of America, Canada or the Republic of Ireland.
  - Your results in the International English Language Test (Academic). The test result needs to have an average band score of 7.5 across all four skill areas of listening, speaking, reading and writing, with no score below 7.0 in any of the four skill areas and a score of no less than 8.0 in speaking and listening. Your results need to be from a test taken within the previous two years. Testing and locations can be found at <http://www.ielts.org/>.

### 3. Accreditation/Registration

- Evidence of Religious Education Accreditation (if applicable)
- A certified copy of your current teacher registration card from the ACT Quality Teacher Institute or NSW Institute of Teachers

### 4. Employment history

- Statements of Service from current and/or previous employers (for teaching service) showing commencement dates, termination dates, whether service was Full-Time, Part-Time or Casual, and any unpaid leave taken. For Part-Time: full-time equivalent. For Casual: details of hours/days worked. *You do not need to supply a Statement of Service for any teaching service in schools of the Archdiocese of Canberra and Goulburn, as the Catholic Education Office already has this information.*
- **Beginning teachers only:** Certified copies of Practice Teaching Reports

### 5. Child Protection

- ACT applicants: a copy of your current WWVP card.
- NSW applicants: a copy of the notification from the Office of the Children's Guardian containing your WWC clearance number.

#### **ACT Applicants: The Working with Vulnerable People Check**

If you do not yet have a WWVP card, download the registration form from the Office of Regulatory Services website [www.ors.act.gov.au](http://www.ors.act.gov.au) or collect one from the Office of Regulatory Services Shopfront or any of the Canberra Connect shopfronts. Take the form and other documents to the ORS or a Shopfront. Your card will be mailed to you. There is information on the ORS website about the process.

#### **NSW Applicants: The Working with Children check**

If you do not have a WWC clearance number, apply online for the working with Children Check on the Commission for Children and Young People website, [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au). You will receive by email an Application Number which you need to take to an Office of the Roads and Traffic Authority or other centre for processing WWC applications. The Office of the Children's Guardian will email your WWC Clearance Number to you. There is information on the CCYP website about the process.

#### **Referee Checks**

##### **We will ask your referees the following questions about your suitability for work with children.**

- *This position involves working with children individually and in groups. The work is generally unsupervised. Please comment on the applicant's suitability for working with children.*
- *What experience has the applicant had working with children?*
- *(For past or present employer referees) Are there any matters, complaints, investigations or allegations outstanding against this applicant?*

##### **We will also ask you the above questions and the following question during the system interview.**

- *Have there ever been complaints made against you about your conduct or behaviour towards or with children.*



**APPLICATION FOR CASUAL TEACHER APPROVAL  
2015**

PLEASE PRINT

<b>Surname</b>	
<b>Previous Surname if applicable</b>	
<b>Given Names</b>	
<b>Title (ie Mr/Mrs/Ms/Miss ...)</b>	
<b>Religion</b>	
<b>Date of Birth</b>	
<b>Residential Address – Street</b>	
<b>Suburb/ Town</b>	
<b>Post Code</b>	
<b>Mailing Address - Street</b>	
<b>Suburb/ Town</b>	
<b>Post Code</b>	
<b>Phone Number</b>	
<b>Mobile</b>	
<b>Email*</b>	

\* You need to provide an email address, as some correspondence with staff is only by email.

**Employment History**

(Please list positions in order, beginning with the most recent)

<b>Employer</b> (School or Business)	<b>Position Held</b>	<b>Full Time Equivalent</b>	<b>Date commenced</b>	<b>Date terminated</b>

## Qualifications

Institution	Years Attended	Award Conferred	Date Conferred

## Field Experience Practicums

(To be completed by beginning teachers only)

School	Year Level(s) Taught	Result (Pass/Fail)

## Religious Education Accreditation Archdiocese of Canberra and Goulburn

Give details of your current accreditation (if applicable):

Accreditation: \_\_\_\_\_ Date Gained: \_\_\_\_\_

**There are four categories of Accreditation:**

RE Accreditation A (to work in Catholic Education in the Archdiocese of Canberra and Goulburn)

RE Accreditation B (to teach in a Catholic school in the Archdiocese of Canberra and Goulburn)

RE Accreditation C (for leadership in Catholic Education in the Archdiocese of Canberra & Goulburn)

RE Accreditation D (to teach Religious Education in a Catholic school in the Archdiocese of Canberra and Goulburn)

## Teacher Registration

If you have registration with the teacher registration authorities of other States and Territories in Australia, you are eligible to have this registration recognized by the ACT or NSW Teacher Institute, and are required to apply for registration with the ACT or NSW Institute to gain this.

### ACT Teacher Registration

All teachers employed in ACT schools need accreditation with the ACT Teacher Quality Institute. Refer to the Institute's website at [www.tqi.act.edu.au](http://www.tqi.act.edu.au).

Your TQI Institute Number

Full Registration                      Expiry Date \_\_ / \_\_ / \_\_

Provisional                                  Expiry Date \_\_ / \_\_ / \_\_

Permit to Teach                              Expiry Date \_\_ / \_\_ / \_\_

### NSW Teacher Accreditation

If you are commencing teaching in NSW or you are returning to the teaching of Board of Studies subjects in NSW after an absence of five (5) years or more, you need accreditation with the NSW Institute of Teachers. Refer to the Institute's website: [www.nswteachers.nsw.edu.au](http://www.nswteachers.nsw.edu.au).

Please complete the relevant section below:

#### EXISTING TEACHER

- I am an Existing Teacher, (ie, qualified and teaching in NSW before and since October 2004 and without a five year absence from teaching in NSW)  
**AND**  
 I have provided with this application, Statements of Service from employers as evidence of this teaching service.

#### NEW SCHEME OR RETURNING TEACHER REGISTERING WITH THIS APPLICATION

- I have applied online for a Statement of Eligibility with the NSW Institute of Teachers.  
**AND**  
 I have forwarded to the Institute certified copies of the Supporting Documents required by the Institute.

#### ALREADY REGISTERED WITH THE NSW INSTITUTE OF TEACHERS

Your Teacher Accreditation Authority: \_\_\_\_\_  
(usually your employer, eg Archdiocese of Canberra and Goulburn, or NSW DEC etc)

Your NSW Institute of Teachers Number

- Conditional                      Date for Proficiency \_\_\_\_\_
- Provisional                        Date for Proficiency \_\_\_\_\_
- Proficient                         Current Maintenance Period ends: \_\_\_\_\_
- Accomplished                    Current Maintenance Period ends: \_\_\_\_\_
- Lead                                Current Maintenance Period ends: \_\_\_\_\_

**Community Involvement**

Describe any way you have been involved in activities associated with parish and/or community:

**General State of Health**

Do you have any health or medical conditions which may affect your work?

If yes, is there anything we need to know, as an employer, in regard to managing the condition/s?

**Professional Associations**

List any professional associations of which you are a member:

**Other**

Any other information relevant to this application:

## Referees

- I give consent to the following referees being contacted in regard to my application.
- I give consent to additional referees being contacted to assist with the processing of this application.

### 1. Parish Priest or Minister

<b>Name</b>	
<b>Address</b>	
<b>Business Phone</b>	
<b>A/H Phone</b>	
<b>Mobile</b>	
<b>Email</b>	

### 2. Most Recent Employer or Current Principal

(for graduating students, your most recent practicum supervisor)

<b>Name</b>	
<b>Address</b>	
<b>Business Phone</b>	
<b>A/H Phone</b>	
<b>Mobile</b>	
<b>Email</b>	

### 3. Professional Colleague or Past Employer

<b>Name</b>	
<b>Address</b>	
<b>Business Phone</b>	
<b>A/H Phone</b>	
<b>Mobile</b>	
<b>Email</b>	

# Employment Collection Notice

The Catholic Education Office (CEO) will generally collect personal information about an individual using forms completed by the individual, interviews and telephone calls. In relation to personal information of an individual, the CEO's primary purpose of collection is to enable it to provide schooling for the student. Some of the information we collect is to satisfy the CEO's legal obligations, particularly to enable the System to discharge its duty of care. Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws with which the CEO complies as relevant.

The CEO may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school or previous employers. Health information about a person is classified as sensitive information within the terms of the Australian Privacy Principles under the Privacy Act.

The CEO, on occasion, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools; government departments or agencies such as the ACT and NSW educational and teaching Institutes, the Catholic Education Commission; the National Catholic Education Commission; the Archdiocese of Canberra and Goulburn and its parishes; other Dioceses or parishes, medical practitioners and people providing services to the schools.

The CEO has in place procedures to protect the personal information it holds from misuse, loss, unauthorized access, unauthorized modification or disclosure. The CEO may utilise external providers to deliver certain services including 'cloud' data storage to the System and its staff and students. The CEO may store personal information in the 'cloud' which may mean that it resides on servers that are located outside Australia.

The CEO's Privacy Policy sets out how employees may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the CEO's duty of care to the staff or students, or where information is provided in confidence.

The CEO from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. Such information may also be disclosed to organisations that assist in the CEO's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. On occasion information such as academic and sporting achievements, student activities and school-related news is published in School and Diocesan newsletters, magazines or other publications and on the School, Catholic Education Office or Diocesan websites. Photographs of employee and student activities such as academic or sporting events, school camps and excursions may be taken for publication in newsletters and magazines and on our intranet.

The CEO's Privacy Policy outlines how an individual may complain about an alleged breach of privacy and how the System will deal with such a complaint. The Catholic Education Office Privacy Policy can be viewed at <http://www.cg.catholic.edu.au/>

## Declaration

Please read carefully and sign.

I declare that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

I am prepared to develop and actively support the Christian philosophy, character and educational policies of Catholic Schools.

I have read *Working in Catholic Schools – a Statement of Principles* (as printed on page 7 of this application), I concur with its content and agree to support the objectives outlined.

I have read *Religious Education Accreditation for staff employed in Catholic Education in the Archdiocese of Canberra and Goulburn*.\*

I have read *Guidelines for Professional Conduct in the Protection of Children and Young People*\*.

I have read the *Catholic Education Office Privacy Policy*\*.

I am eligible for child-related employment and undertake to fulfil my obligation to comply with relevant legislation.

I understand that I must provide a current Working with Children Check or Working with Vulnerable People registration card prior to commencing employment in the Archdiocese of Canberra and Goulburn.

\* These are at <http://www.cg.catholic.edu.au/>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **TEACHING IN CATHOLIC SCHOOLS - A STATEMENT OF PRINCIPLES**

The Catholic School is a privileged means of promoting the formation of the whole person. It forms part of the saving mission of the Church, especially for education in the faith.

The Archbishop, as the principal teacher in the Archdiocese, commissions persons supportive of Catholic education philosophy to participate in the mission of proclaiming the Good News of salvation to all and to train them to live knowingly as children of God.

This philosophy of Catholic education, expressed in a growing number of documents and policy statements over the last decade, guides the Catholic School in its functioning. Whilst it is accountable to the community at large for the provision of quality education to young citizens, it is also accountable to the Church community for providing this within the context of Christian Gospel values as espoused by the Catholic tradition. The Catholic School is more than an educative institution; it is a key part of the Church, an essential element in the Church's mission.

The Catholic education philosophy reveals a concern for an education that combines sound knowledge and skills with an overall personal development rooted in Christian values. Such an education involves a high level of inter-personal relationships between teacher and pupil.

Pope John Paul 11 has spelt out key implications for this for teachers who work in Catholic schools:

*"The Church looks upon you as co-workers with an important measure of shared responsibility ... To you it is given to create the future and give it direction by offering your students a set of values with which to assess their newly discovered knowledge ... (The changing times) demand that educators be open to new cultural influences and interpret them for young pupils in the light of Christian faith. You are called to bring professional competence and a high standard of excellence to your teaching ... But your responsibilities make demands on you that are far beyond the need for professional skills and competence ... Through you, as through a clear window on a sunny day, students must come to see and know the richness and the joy of life lived in accordance with Christ's teaching, in response to his challenging demands. To teach means not only to impart what we know, but also to reveal who we are by living what we believe. It is this latter lesson which tends to last the longest."*

Address to Catholic Educators September 12, 1987

Teachers in the Catholic School are more than employees. They minister in the name of the Church and of the Gospel in one way or another and as such participate actively in Church life and should have a pastoral concern for each individual student.

It is expected that all teachers employed in a Catholic school will perform conscientiously and competently the duties, both teaching and non-teaching, that they are assigned by the principal in accordance with normal practice in Catholic schools.

Teachers should help maintain an atmosphere of charity and justice within the school as would be expected in a Catholic community and help ensure the provision, as far as possible, of the Catholic religious perspective in the teaching and learning process and in all the activities of the school in which staff and students engage.

All teachers have a responsibility to develop and maintain an adequate understanding of those aspects of Catholic teaching that relate to their subject areas and by their own example provide a Christian leadership role for all members of the school community.

Only a person supportive of Catholic education philosophy may be a teacher in a Catholic school. Teachers bear witness to Christ and Christian values in their own lives and by personally supporting, evaluating, developing and disseminating the Catholic School philosophy.

The objectives which teachers undertake to support and promote during their term of employment require them:

- I. To give regular and efficient instruction for the academic, physical and spiritual development of the pupils
- II. To participate in worship and prayer in the school in co-operation with the parish priest or priest in charge, and the principal
- III. To adhere to Catholic principles and at all times by personal example, integrity and behavior, to support Catholic moral standards.



