



CATHOLIC EDUCATION

Diocese of Rockhampton

Reference	E1
Version	01:17

APPLICATION FOR TEACHER EMPLOYMENT

1. Please read the guide booklet when completing this form.
2. Please use a black pen if completing this form by hand.
3. This symbol  denotes that the applicant is required to supply documentary evidence to support their application.

SECTION 1: Personal Details

Surname:				
Given Name/s:		Title: (Mr, Mrs, Ms, Miss, Dr)		If other, please specify:
Previous Surname:			If applicable attach certificate 	
Preferred Name:				
Street Address:				
Town/Suburb:			Post Code:	
Postal Address:				
Town/Suburb:			Post Code:	
Religious Denomination:		Attach Baptism certificate, if available 		
Home Phone:		Mobile:		
Email Address:				
Are you applying for an advertised position? Yes No If YES, please indicate below where you saw the ad				
Morning Bulletin	Courier Mail	Mackay Mercury	Gladstone Observer	Bundaberg News
CQ News (Emd)	Catholic Leader	Catholic Education Website	Other	

SECTION 2: Applicant Details

2 (a) Applicant Type If you are a registered teacher, or eligible for registration with the Queensland College of Teachers (QCT) mark one of the following:

GRADUATE	A graduate applicant who has completed or will soon complete their final major professional experience (teaching practicum) and has taught for less than a year
GENERAL	Applicants who have successfully completed a minimum of one year of teaching service with a recognised education authority

2 (b) Type of employment sought Number your preferences consecutively 1, 2, 3.
(Only number those types of employment you want to be considered for)

Full Time		Part Time		Relief	
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2 (c) Sector Preferences

Please indicate your preferences	Kindergarten	Primary	Secondary
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SECTION 3: Additional Personal and Identification Information

3 (a) Education History Please identify primary schools and secondary colleges attended as a student

Name of School	Town / City

3 (b) Teacher Registration

Are you currently registered with the Queensland College of Teachers? Yes No	Full Provisional
If YES, registration number:	Expiry date:
If you have applied, please indicate your receipt number:	

3 (c) Previous Employment

Have you ever been previously employed as a teacher with Catholic Education?	Yes No
If YES, name of school / diocese / employer:	

3 (d) Criminal History

Have you ever been charged or convicted in a court of law for anything other than for a traffic offence?	
Yes No	If YES, please provide a statement giving details. 

3 (e) Medical History

Do you have a medical condition which your employer should be aware of in assessing your ability to satisfy the inherent requirements of the position/s applied for or in assessing workplace adjustments that would be required for your employment?	Yes No
Have you ever made a workers' compensation claim or received a lump sum settlement in relation to an injury, illness or disability which may be relevant to assessing your ability to satisfy the inherent requirements of the position/s applied for or assessing workplace adjustments that would be required for your employment?	Yes No
If YES to either of these questions please provide a statement giving details. 	

3 (f) Australian Immigration Status For further information refer to <http://www.immi.gov.au/>

What is your residency status?  Documentary evidence required		If born overseas, what date did you arrive in Australia?
Australian Citizen		
Australian Permanent Resident		
New Zealand Citizens who entered Australia on a current New Zealand passport		
Non-Australian citizens holding a valid visa with work entitlements 		
If you are a permanent or temporary visa holder please provide the following information 		
Current Visa class	Current Visa sub-class	Visa expiry date:

SECTION 4: Recognition of Diversity

Completion of this section is voluntary

Target groups

Do you identify as any of the following?	Yes No	If YES, please identify which target group.
Aboriginal or Torres Strait Islander Person		
Person with a disability		
Person from a Non-English speaking background		
First language		

SECTION 5: Secondary Teaching Preferences

Secondary Teaching Preferences (if applicable)

Please indicate if you have any preferences for particular key learning areas:

English	☐	Science	☐
Health and Physical Education	☐	Studies of Society and Environment	☐
Mathematics	☐	Technology	☐
Religion	☐	The Arts	☐
History	☐	LOTE (please specify language)	☐
Other QSA subjects (please specify in the space below)	☐		

SECTION 6: Location Preferences- for Primary School Teachers ONLY

6 (a) Initial placement

NOTE: You are advised that limiting your location preferences may limit your employment opportunities.

My preference for my first school placement is:

I will accept an appointment to any Catholic school in the Diocese of Rockhampton? Yes No

6 (b) Mark your preferences (**1 to 5**) for those towns for which you wish to be considered (1 indicates your first preference)

Barcaldine	☐	Clermont	☐	Longreach	☐	Rockhampton	☐	Tannum Sands	☐
Biloela	☐	Emerald	☐	Mackay	☐	Sarina	☐	Walkerston	☐
Blackall	☐	Gladstone	☐	Monto	☐	Springsure	☐	Yeppoon	☐
Bundaberg	☐	Gracemere	☐		☐		☐		☐

To obtain more information about the location of schools, please refer to the diocesan website: www.rok.catholic.edu.au.

6 (c) Brief comments on preferences:

Indicate details of any restrictions to your location preferences. Also provide details of personal circumstances which need to be considered when determining your placement arrangements.

6 (d) Additional Location Information

If you receive a placement in an inland and more remote centre which requires you to move residence, do you have family members who will accompany you?

Yes No

If YES, how many family members will be with you?

SECTION 7: Teaching and Other Relevant Employment History

7 (a) Teaching Practicums – (GRADUATE APPLICANTS ONLY)

Name of School	Suburb/Town	Sector Taught	From dd/mm/yyyy	To dd/mm/yyyy

7 (b) Teaching History

Certified copies of Statements of Service will be required before service can be recognised for classification and salary purposes.

Name of School	Suburb/Town	Sector Taught	Work status (FT, PT, CAS)	From dd/mm/yyyy	To dd/mm/yyyy

7 (c) Recognition of Prior Non-Teaching Service and Experience

Do you have any previous non-teaching service that could be recognised for classification purposes?

Yes

No

 If **YES**, please complete a PR13 form (available on request by contacting your appointed school or ESS on 4931 3600) outlining how the service is relevant to the position and provide supporting documentation e.g. Statement of Service. The recognition of other service will be based upon demonstrated relevance to the work to which the employee is appointed.

SECTION 8: Skills and Competencies

Please record your skills and competencies eg TAFE accreditation, first aid accreditation, instrumental music, coaching, etc. Documentary evidence to support the skills/competencies must be attached. 

Description	Date obtained dd/mm/yyyy	Competency level

SECTION 9: Qualifications

9 (a): Educational Qualifications – Teacher preparation course

 Graduate applicants must supply certified copies of their official academic transcripts showing that the degree has been conferred or a copy of their degree and their most recent practicum teaching reports.

Qualification – Name of Course	Name of Institution	Completion Date dd/mm/yyyy	Majors

9 (b): Qualifications – Other tertiary qualification (if applicable)

 You must supply certified copies of all degrees or official academic transcripts showing that the degree has been conferred.

Qualification – Name of Course	Name of Institution	Completion Date dd/mm/yyyy	Majors

9 (c): Qualifications – Religious Education (if applicable)

 You must supply certified copies of your qualifications.

Qualification – Name of Course	Name of Institution	Completion Date dd/mm/yyyy

9 (d): Accreditation

Do you have Accreditation to Teach in a Catholic School?	Yes	No
Do you have Accreditation to Teach Religion in a Catholic School?	Yes	No

If **YES**, please attach a copy of the relevant documentation. 

SECTION 10: Referees

In providing us with the name and address of a person in connection with your application, you should inform the person that you have done so and the reason for it. You should also inform them that the information is to be used solely in connection with your application for employment.

CURRENT PRINCIPAL

Name			Address	
Phone No	Daytime		Position	
	Mobile		Email	

PROFESSIONAL

Name			Address	
Phone No	Daytime		Position	
	Mobile		Email	

RELIGIOUS / PROFESSIONAL

Name			Address	
Phone No	Daytime		Position	
	Mobile		Email	

SECTION 11: Selection Criteria

Applicants are required to write a statement (of less than 1000 words) addressing the selection criteria - see *Appendix 1 of the Guidelines for Teacher Employment Applications*.

1. Christian Witness
2. Understanding of Catholicism
3. Quality Teaching and Learning
4. Interpersonal Relationships
5. Prospects of mobility to teach in an inland centre

SECTION 12: Employment Collection Notice

In applying for this position and submitting your application for employment you will be providing Catholic Education within the Diocese of Rockhampton with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application.

If you believe that any of your personal information held by us is incomplete or inaccurate you have the right, in accordance with the provisions of the Privacy legislation, to notify us and make any updates or corrections.

Where you have provided us with the name and address of a person in connection with your application (e.g. referee), you should inform the person that you have done so and the reason for it. You should also inform them that the information is to be used solely in connection with your application for employment.

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position. Access to feedback on the selection process is available.

SECTION 13: Applicant's Declaration

**** THIS SECTION MUST BE SIGNED & DATED**

I agree with the conditions set out in Section 12 of this form. I have read, understood and, if offered employment with Catholic Education with the Diocese of Rockhampton, accept the requirements of the *Statement of Principles for Employment in Catholic Schools* as an explicit condition of employment. I certify that the information in this application is true, to the best of my knowledge. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment.

I understand that if I am employed by Catholic Education in the Diocese of Rockhampton and any statement I have made or information I have provided with this application form are found to be false within my knowledge, that I may be liable for immediate dismissal.

Signature: _____

Date: _____

SECTION 14: Document Checklist

Upon completion of this form, attach CERTIFIED copies of the following documents. Do **not** send originals

1. Marriage certificate, court order, change of name certificate	
2. Birth Certificate	
3. Passport or Visa (if applicable)	
4. Baptism Certificate (if available)	
5. Teacher registration information	
6. Statement of criminal history (if applicable)	
7. Statement of medical history (if applicable)	
8. Statement of worker's compensation claims (if applicable)	
9. Teaching statements of service (if applicable)	
10. Statements of Competencies/Qualifications/ Academic transcripts	
11. Most recent practicum teaching reports (for graduates)	
12. Accreditation to Teach documentation	

SECTION 15: Application Submission

***** Do **not** bind your application into a booklet.**

Have you submitted the following:-

• E1 Application Form	
• Relevant documentation listed in Section 14 above	
• Letter of Application addressed to The Diocesan Director (Miss Leesa Jeffcoat)	
• Selection Criteria response	
• Three (3) COPIES of ALL documentation listed in Section 15 (Graduate applicants only)	