



St Michael's Collegiate

Set for life

Application for Employment Form – Academic Staff

Position: _____

Advertised

Expression of interest

Relief Teacher Register

Section 1: Applicant Personal Details

Surname _____ Title _____ Previous surname/s _____

Given names _____ Preferred names _____

Date of birth _____ (Optional) Sex (M or F) _____

Place of birth _____

Residential address _____ Postcode _____

Postal address _____ Postcode _____

Telephone Home _____ Alternative contact number _____

Fax _____ Email _____

Mobile _____

(Please circle response)

Have you ever previously been employed as a teacher with St Michael's Collegiate School?
Yes No

If yes, when _____

If yes, employed as (please circle) Casual Temporary Permanent

Are you currently employed? Yes No

Section 2: Additional Personal and ID Information

(Please circle response)

Are you currently registered with the Teachers Registration Board of Tasmania Yes No

If yes, registration no _____ Were you registered before 1998? Yes No

Expiry date _____

Suitability for Child Related Employment (RWVP)

It is a mandatory requirement of employment that all employees hold current working with Vulnerable Persons Registration.

Registration number _____ Expiry Date _____

Citizenship/residency status

Are you an Australian citizen or a permanent resident of Australia? Yes No

If no, attach a statement giving details

Criminal convictions

Have you ever been convicted in a court of law for any 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

If yes, you will be required to submit details in an envelope marked *Confidential*

Other employment

Are you currently on leave from any Commonwealth, State Government department or private sector organisation?
Yes No

If yes, attach a statement giving details

Section 3: Teaching Employment History

Teaching service (Documentary evidence must be provided. Attach a separate sheet if there is insufficient space)

Employer	Work Status F/P/T/C	From	To

Section 4: Other Employment History

Employer	Work Status F/P/T/C	From	To

Section 5 (a): Educational Qualifications

Teaching preparation course

Qualification _____

Academic Institution _____

Qualification Type _____

Majors _____

Year commenced _____ Year attended _____ Completed (Mth/Yr) _____

Final practice-teaching location _____
(recent graduates only)

Section 5 (b): Other Qualifications

Other Tertiary Qualifications

1. Qualification _____

Academic Institution _____

Qualification Type _____

Majors _____

Year commenced _____ Year attended _____ Completed (Mth/Yr) _____

2. Qualification _____

Academic Institution _____

Qualification Type _____

Majors _____

Year commenced _____ Year attended _____ Completed (Mth/Yr) _____

3. Qualification _____

Academic Institution _____

Qualification Type _____

Majors _____

Year commenced _____ Year attended _____ Completed (Mth/Yr) _____

4. Qualification _____

Academic Institution _____

Qualification Type _____

Majors _____

Year commenced _____ Year attended _____ Completed (Mth/Yr) _____

Section 5 (c): Professional Referees

Referee 1

Full Name _____

Position/organisation _____

Address _____

Telephone _____

Fax _____

Mobile _____

Email _____

Referee 2

Full Name _____

Position/organisation _____

Address _____

Telephone _____

Fax _____

Mobile _____

Email _____

Referee 3

Full Name _____

Position/organisation _____

Address _____

Telephone _____

Fax _____

Mobile _____

Email _____

Section 6: Certificated copies of qualifications (including academic results) and Teacher Registration to be attached (if not previously sent)

Section 7: Additional courses undertaken (not included above and with dates)

Section 8: Preferred teaching subjects and level you prefer to teach

Section 9: Preferred co-curricular activities

Section 10: Memberships of Organisations (Professional, Religious, Cultural, Social, Sporting etc)

Section 11: Outside activities/interests/hobbies (optional)

Section 12: Is your present employer aware of this application/enquiry? Yes No

Section 13: By what date would you be able to take up a new appointment? _____

Section 14: Current salary scale? _____
(certified verification required, eg recent payslip)

Section 15: Applicant's Declaration

I certify that the information contained in this application is a true and correct statement of my particulars, qualification, training, experience and competencies. I understand that statements found to be false within my knowledge may make me liable for immediate dismissal.

Signature: _____

Date: _____

Witness name (please print) _____ Signature _____

Please ensure the following is attached to your application:

- Certified copy of qualifications (including academic results)
- Certified copy of Teacher Registration
- Verification of current salary (eg recent pay slip)

PLEASE INCLUDE THIS FORM WITH YOUR APPLICATION

For information about collection of personal information and how the School manages personal information provided to it or collected by it please refer to the School's Privacy Policy and Standard Collection Notice which are on our website or available from Reception at the Senior, Middle or Junior Schools.