



Newcastle
Grammar

— SCHOOL —

Park Campus

Cnr Union St & Parkway Ave
Cooks Hill NSW 2300

Phone +61 2 4925 2121
Fax +61 2 4925 2454

Hill Campus

Cnr Church & Newcomen Sts
Newcastle NSW 2300

Phone +61 2 4929 5811
Fax +61 2 4926 2976

Application for Employment

Please complete this form and send with your application. This form must be part of your application and incomplete applications will not be considered.

This application should be supported by a letter addressing the criteria/position requirements.

Position

Application for Position of:

Primary

Secondary

Permanent

Temporary

Full-time

Part-time

Casual

Personal Details

Title:

Surname:

Given Name/s:

Preferred Name:

Date of Birth:

Gender:

Postal Address:

Postcode:

Home Address:
(If different from above)

Postcode:

Telephone:

Mobile:

Email:

Country of Citizenship:

Australian Residency: Yes No



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Education

Tertiary Education (including current incomplete courses):

Name and Location of Institution	Years of Attendance	Award	Date Conferred

Teaching Qualification – I am qualified to teach:

Infants

Primary

Secondary – Teaching Subjects:

Employment History

Present Employment

Name of School / Place of Employment:

Address of School / Place of Employment:

Postcode:

Name of Principal/Employer:

Current Employment – Starting Date:

Current Position

Other Position(s) held with present employer:



Application for Employment

Past Employment (in reverse order from most recent employer):

From	To	Name and Address of Employment	Full-time / Part-time / Casual	Years Completed*	Days Completed*

* Where part-time teaching is listed, please note your FTE load.

Teacher Accreditation

Under the NSW Institute of Teachers Act 2004 or the National Professional Standards (2012) or other.

New scheme teachers – including newly graduated teachers, interstate and overseas teachers – intending to teach for the first time in NSW from 1 October 2004 must meet the requirements of the NSW Institute of Teachers. In addition, qualified teachers returning to teaching in NSW after an absence of five or more years (also deemed new scheme teachers) must meet the requirements of the NSW Institute of Teachers. Further information is available from the website: www.nsw.teachers.nsw.edu.au

National Professional Standards (from October 2012), also apply to those wanting to teach in NSW.

Are you accredited with the NSW Institute of Teachers? Yes No

Are you accredited under the National Professional Standards for Teachers? Yes No

Are you accredited under the Australian State's Accreditation Authority? Yes No

If yes, please provide your accreditation number:

If yes, please provide your accreditation level:

If yes, please identify the Teacher Accreditation Authority:

If you cannot provide an accreditation number, please indicate the reason below:

- I was qualified and teaching (NSW Board of Studies subjects) in NSW, before 1 October 2004.
- I am unaware of the Institute of Teachers or the National Professional Standards and its requirements.



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Overseas Qualifications

Please provide your NOOSR/ASCO code:

Please be advised that we may be in contact your current/previous employer to confirm your current / latest Band at the point of employment.

Attachments

Listed below are documents relevant to your application. Please submit copies that have been verified as true copies of the original by either a Justice of the Peace or a Solicitor.

Please note that copies are required of all applicable documents. Please tick where attached.

- Copy of your Working With Children Check number (copy of email or letter received or scan of card) as per new WWCC regulations.
- Proof of citizenship / Australian residency (e.g. birth certificate, passport, visa) if applicable.
- University or College final transcript of academic results indicating eligibility for Award.
- Statement(s) of service showing:
 - a) commencement dates
 - b) termination dates
 - c) whether service was full-time or part-time or casual
 - d) for part-time or casual service, details of hours / days worked.
- Evidence of ISTAA accreditation (if applicable).

Important: The following points must be scanned and attached to your application:

- Teaching Qualification.
- Other Degrees, Diplomas or Certificates.
- NSW Institute of Teachers Card (if applicable).

If you are called in for an interview, you would be required to bring in hard copies of the documents above.

Child Protection Screening will take place prior to the appointment of all successful applicants.