

2.

QUALIFICATIONS

Teaching Qualification: Are you are qualified to teach?

Early Childhood

Primary

Secondary

Teaching Areas

Tertiary Education (including current incomplete courses)

Name and Location of Institution	Award Conferred	Year of Completion

Please provide certified copies of academic transcripts.

Please provide certified copies of evidence that qualification gained overseas are recognized by the N.S.W. Teachers Institute.

Significant Professional Development courses undertaken in past five years.

Name of Course	Course Provider	Year of Course	Award (if applicable)

3.

EMPLOYMENT DETAILS

Employment History.

Year you commenced teaching? _____

School of last permanent appointment (if applicable) _____

Teaching Subjects / Areas: _____

Other areas you are prepared to teach others? _____

Days available / unavailable: _____

Past Employment – Full time, Part time or Temporary (in reverse order from most recent employment)

From	To	Name and Address of Employer	Full Time, Part Time, Temporary or Casual

4.

ACCREDITATION INFORMATION

Did you teach before 1 October 2004? Yes No

If YES, have you taught in the past 5 years? Yes No

N.S.W. Institute of Teachers Number (if applicable) _____
Please provide a certified copy of your NSW Teachers Institute accreditation or card.

N.S.W. Teachers Institute Accreditation (if applicable) _____

Are you a financial member of the N.S.W. Teachers Institute? Yes No

Independent Schools Teacher Accreditation Authority Number (if applicable) _____

Independent Schools Teacher Accreditation Authority Status (if applicable) _____
Please provide a certified copy of relevant ISTAA documentation if applicable.

Teacher Classification (e.g. ST1, Step 6) _____

5.

CHURCH AFFILIATION

Religious Denomination: _____

Church attended (if applicable) _____

Present Involvement

Have you included a minister's reference? Yes No

6.

REFEREES AND REFERENCES**Referees information**

Name	Position / Relationship	Contact number
_____	_____	_____
_____	_____	_____
_____	_____	_____

References included with application

Name	Position / Relationship
_____	_____
_____	_____
_____	_____

7.

EMPLOYMENT SCREENING

Teaching Positions are child related positions. Child Protection Legislation requires preferred applicants to be subject to employment screening.

A *Prohibited Employment Declaration* and an *Employment Screening Consent Form* are to be completed, sent for checking by the College and a reply received from before a person can commence working in the College.

Have you ever had your registration, licensing or classification as a teacher cancelled or suspended in Australia or any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been refused registration, accreditation, licensing or classification as a teacher in Australia or any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been asked to resign as a teacher in Australia or any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been (or are you currently) the subject of disciplinary proceedings in relation to you employment in Australia or any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of an offence carrying a penalty or imprisonment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If you have answered Yes to any of the above questions, please attach details.</i>		

8. **DECLARATION**

Do you have any illness/ injury / health problem that may render you unable to carry out the requirements of the desired position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a workers Compensation illness / injury that may render you unable to carry out the requirements of the desired position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If you have answered Yes to any of the above questions, please attach details.</i>		

Please read and sign the following:

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

Applicants Name (printed) _____

Applicant's signature _____

Date _____



EMPLOYMENT DOCUMENT CHECKLIST

Listed below are documents that may be relevant to your application. Appropriate documentation will be required at your interview. Please indicate which copies of the documents you have submitted to support your application. Copies should be certified as being true copies by either a Justice of the Peace or a Solicitor. The College has a number of Justices of the Peace who can certify documents.

- 1 '100 point' proof of identity (please see reverse for details)
- 2 Birth Certificate
- 3 Marriage Certificate
- 4 Drivers Licence & Medicare Card
- 5 Academic Transcript
- 6 Documentation of Residency/Visa
- 7 Statements of Service
- 8 Institute of Teachers Number and Accreditation documentation.
- 9 Evidence of ISTAA accreditation
- 10 Minister's References
- 11 Professional References
- 12 Personal References
- 13 Signed Privacy policy agreement

Documentation to be completed before commencement of employment and sent away for checking:

- 1 Child Protection - Attachment 4
- 2 Child Protection - Attachment 5

For office use only

- Original documents sighted

70 points (more than one document from this list cannot be counted)

Birth Certificate

Birth Card issued by the NSW Registry of Births, Deaths and Marriages

Citizenship Certificate

Current Australian passport

Expired Australian passport which has not been cancelled and was current within the preceding 2 years

Current passport from another country or diplomatic documents

40 points (Name and photograph/signature of preferred applicant verified from one of the following - more than one document can be counted)

Current driver photo licence issued by an Australian state or territory

Identification card issued to a public employee

Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit

Identification card issued to a student at a tertiary education institution.

35 points (Name and address of preferred applicant verified from any of the following - more than one document can be counted)

Document held by a cash dealer giving security over property

A mortgage or other instrument of security held by a financial body

Council rates notice

Document from current employer or previous employer within the last two years

Land Titles Office record

Document from the Credit Reference Association of Australia

25 points (Name of preferred applicant verified from any of the following – more than one document can be counted)

Current credit card or account card from a bank, building society or credit union

Local council rates notices

Current telephone, water, gas or electricity bill

Foreign driver's licence

Medicare card

Electoral roll compiled by the Australian Electoral Commission

Lease/rent agreement

Current rent receipt from a licensed real estate agent

Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years

Records of a professional or trade association of which the applicant is a member.



Employment Privacy Policy

Broughton Anglican College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Schools' operations and practices and to make sure it remains appropriate to the changing school environment.

Collection of Personal Information

Personal information is collected from applicants to employment positions at the College that is relevant to professional qualifications, skill and work experience.

In relation to personal information of job applicants, staff members and contractors, the primary purpose of this collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the College uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- to satisfy the School's legal obligations, for example, in relation to child protection legislation.

Use of Personal Information

This information is used to fill open positions within the College as the need arises. Information provided to the College in respect to an application for employment will be kept by the College for a period of six months, after which the documentation of unsuccessful applicants will be properly disposed of. Applications will not be returned to the applicant, unless specifically requested in writing.

Disclosure of information

From time to time it may be necessary to disclose personal information in the course of the employment process. An example of this may be contacting the referees supplied to provide a work related reference.

Management and security of personal information

Broughton Anglican College will use all reasonable security measures in place in our physical facilities to protect against the loss, misuse or alteration of information that we have collected from employment applicants. The College has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and the staff member.

Further information can be obtained by contacting the School Bursar or by visiting The Office of the Federal Privacy Commissioner.



BROUGHTON

ANGLICAN COLLEGE

EMPLOYMENT PRIVACY POLICY

1. In applying for this position you will be providing Broughton Anglican College with personal information. We can be contacted by mail to PO BOX 438, Campbelltown NSW 2560, by Email to reception@broughton.nsw.edu.au, or by phone on 4633 8365.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for six (6) months.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. 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.
5. We will not disclose this information to a third party without your consent.
6. We are required to conduct a criminal record check, collect information, regarding whether you are or have been the subject of an AVO and certain criminal offences, under Child Protection law.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for six (6) months.

I have read and understand the above Employment Privacy Policy.

Signature of Applicant:

Date:
