St Ursula's College
KINGSGROVE

PO Box 142
Kingsgrove NSW 1480
Tel: 9502 3300
Email: info@stursulakingsgrove.catholic.edu.au
Website: www.stursulakingsgrove.catholic.edu.au

EMPLOYMENT APPLICATION FORM FOR TEACHING STAFF

Please return your completed form along with your curriculum vitae to The Principal at info@stursulakingsgrove.catholic.edu.au. Your curriculum vitae should include details of your achievements and experience of working in schools.

Application for the position of
Date of application

PERSONAL DETAILS

Surname		Title [Mr Mrs Ms Miss Dr]	
Given names		Preferred first name	
Residential address			
Suburb		Postcode	
Residential phone		Business phone	
Mobile		Email address	
Date of birth	Day	Month	Year
Country of birth		Nationality*	
Marital status		Religion	

(*Only residents of Australia need apply)

SECONDARY EDUCATION

Highest qualification	
School	Year completed

TERTIARY EDUCATION

Institution	Years attended	Award conferred	Date conferred

Please attach certified true copies of official academic records

TEACHING QUALIFICATIONS

Qualified to teach [subjects]

Please attach certified true copies of official academic records

TEACHER APPLICATION PROCESS

Teachers wishing to teach in a CEO Sydney school need to complete the classification process before being eligible to apply for a teaching position. Teachers commence this process via CEO Sydney's online application: http://www.ceosyd.catholic.edu.au/Teachers/Learning/Pages/Classification.aspx. This process will also include the submission of relevant documents to the Catholic Education Office for verification. Please mail to the Classifications Officer at CEO Sydney's Central Office at Leichhardt. Successful applicants will be issued with a Personal Identification Number (PIN) once their application has been processed. It helps to have this number before an employment interview.

Any teacher seeking employment for the first time with the Catholic Education Office, Sydney (including overseas trained teachers) must obtain a 'Statement of Eligibility' from the NSW Institute of Teachers prior to commencing CEO's classification process.

If you are seeking employment as a teacher in NSW for the first time since October 2004, or you are wishing to return to teaching after a break of 5 years or more, you will be considered a New Scheme Teacher under the NSW Institute of Teachers Act 2004. If this applies to you, there is a need to obtain a **Statement of Eligibility** from Institute of Teachers as part of the CEO's Teacher Application process and meet the accreditation requirements, including the payment of an annual fee. The Working with Children Check will apply for all teacher applicants new to CEO Sydney and this involves a screening check of relevant matters on an applicant's criminal record. Details and relevant forms are included in the Teacher Application process.

Are you currently employed by CEO Sydney?	
If you answered **YES**, please provide your CEO Pin No	
If you answered **NO**, please complete the Teacher Application Process outlined above	
Are you a member of the NSW Institute of Teachers?	
If you are a member, please provide your membership number	
What is your accreditation level?	
If you cannot provide a membership number, please indicate the reason below:	
I was qualified and teaching (BOS subjects) in NSW, in the five years before 1 October 2004	
My application is now with the Institute of Teachers	
I will be joining the Institute of Teachers with this application	

OTHER TRAINING / QUALIFICATIONS

Institution	Years attended	Qualification conferred	Date conferred

Please attach certified true copies of official academic records

RELIGIOUS EDUCATION QUALIFICATIONS

Institution	Years attended	Qualification conferred	Date conferred

Please attach certified true copies of official academic records

TEACHING EXPERIENCE

Teacher classification / level			No. years teaching		
School	Position	Subjects taught	Year levels	Dates	Part or Full time

EXTRA-CURRICULAR

All teaching staff at St Ursula's, Kingsgrove are expected to be involved in the extra-curricular life of the College, for example, coaching a sporting team, coaching debating or involvement with a social justice group.

1. Please include your experience of extra-curricular involvement in previous schools.
2. Please specify any particular expertise or interest you may have in being involved in the extra-curricular activities at St Ursula's.

OTHER EMPLOYMENT

Institution	Occupation	Dates

PROFESSIONAL ASSOCIATIONS OF WHICH YOU ARE A MEMBER

Institution	Dates

NOMINATED PROFESSIONAL REFEREES (three referees required including your current Principal)

Name	Organisation and position	Telephone number

DECLARATION: I certify 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. To the best of my knowledge there is nothing about my health which would prevent me carrying out the full range of duties of a teacher, including student supervision and co-curricular duties.

Signature	Date

Applications for employment at St Ursula's College, Kingsgrove should include:

- Letter of Application
- Employment Application Form
- Curriculum Vitae
- Academic transcripts, qualifications and / or certificates (certified copies only)

- Statements of Service (certified copies only)
- NSW Institute of Teachers Accreditation Certificates (certified copies only)

and be forwarded by the nominated date to:

Ms Anne Anderson
Principal
info@stursulakingsgrove.catholic.edu.au

PRIVACY INFORMATION

- In applying for this position, you will be providing St Ursula's College, Kingsgrove with personal information.
- If you provide us with personal information, for example your name and address or information contained in your curriculum vitae, we will collect the information in order to assess your application.
- You may seek access to your personal information that we hold 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.
- We will not disclose this information to a third party without your consent.
- Where you have provided 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 and that the College does not usually disclose the information to third parties.
- Your applicaton will be securely stored by St Ursula's College for three months.