

Application for Employment (Teaching)

Thank you for your interest
in Queenwood School.
We look forward to receiving
your application.

Please complete a cover letter, CV and this
form, save as a PDF and send to
employment@queenwood.nsw.edu.au

This form must be part of your application as incomplete
applications will not be considered.

For permanent and temporary appointments, this
application should be supported by a letter addressing
the criteria/position requirements.

1. Position

POSITION OF

- | | | | | | |
|--------------------------|-----------|--------------------------|-----------|--------------------------|--------|
| <input type="checkbox"/> | Primary | <input type="checkbox"/> | Secondary | | |
| <input type="checkbox"/> | Permanent | <input type="checkbox"/> | Temporary | | |
| <input type="checkbox"/> | Full-time | <input type="checkbox"/> | Part-time | <input type="checkbox"/> | Casual |

2. Personal details

TITLE (Mr, Mrs, Ms, Miss, Dr)		GIVEN NAMES	
SURNAME		FORMER NAMES If applicable	
DATE OF BIRTH	/	/	GENDER
RESIDENTIAL ADDRESS			
SUBURB		STATE	POSTCODE
ADDRESS FOR CORRESPONDENCE If different from residential			
SUBURB		STATE	POSTCODE
HOME PHONE		MOBILE PHONE	
EMAIL			
COUNTRY OF CITIZENSHIP		AUSTRALIAN RESIDENCY	<input type="checkbox"/> yes <input type="checkbox"/> no

3. Education

TERTIARY EDUCATION Including current incomplete courses:

NAME AND LOCATION OF INSTITUTION		YEARS OF ATTENDANCE
AWARD	GRADUATION DATE	/ /
NAME AND LOCATION OF INSTITUTION		YEARS OF ATTENDANCE
AWARD	GRADUATION DATE	/ /
NAME AND LOCATION OF INSTITUTION		YEARS OF ATTENDANCE
AWARD	GRADUATION DATE	/ /
NAME AND LOCATION OF INSTITUTION		YEARS OF ATTENDANCE
AWARD	GRADUATION DATE	/ /

TEACHING QUALIFICATION I am qualified to teach:

<input type="checkbox"/>	Infants	<input type="checkbox"/>	Primary
<input type="checkbox"/>	Secondary		

TEACHING SUBJECTS:

SUBJECT 1
SUBJECT 2
SUBJECT 3
SUBJECT 4
SUBJECT 5

4. Employment History

PRESENT EMPLOYMENT:

NAME OF SCHOOL/PLACE OF EMPLOYMENT		NAME OF PRINCIPAL/EMPLOYER	
ADDRESS OF SCHOOL/PLACE OF EMPLOYMENT			
SUBURB	STATE	POSTCODE	
CURRENT POSITION	STARTING DATE / /		
OTHER POSITION(S) HELD WITH PRESENT EMPLOYER			

PAST EMPLOYMENT In reverse order from most recent employer:

1. NAME AND ADDRESS OF EMPLOYMENT		STARTING DATE	/	/
		ENDING DATE	/	/
FULL-TIME/PART TIME/CASUAL	YEARS COMPLETED*	DAYS COMPLETED*		
2. NAME AND ADDRESS OF EMPLOYMENT		STARTING DATE	/	/
		ENDING DATE	/	/
FULL-TIME/PART TIME/CASUAL	YEARS COMPLETED*	DAYS COMPLETED*		
3. NAME AND ADDRESS OF EMPLOYMENT		STARTING DATE	/	/
		ENDING DATE	/	/
FULL-TIME/PART TIME/CASUAL	YEARS COMPLETED*	DAYS COMPLETED*		
4. NAME AND ADDRESS OF EMPLOYMENT		STARTING DATE	/	/
		ENDING DATE	/	/
FULL-TIME/PART TIME/CASUAL	YEARS COMPLETED*	DAYS COMPLETED*		
5. NAME AND ADDRESS OF EMPLOYMENT		STARTING DATE	/	/
		ENDING DATE	/	/
FULL-TIME/PART TIME/CASUAL	YEARS COMPLETED*	DAYS COMPLETED*		
6. NAME AND ADDRESS OF EMPLOYMENT		STARTING DATE	/	/
		ENDING DATE	/	/
FULL-TIME/PART TIME/CASUAL	YEARS COMPLETED*	DAYS COMPLETED*		

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

5. Teacher Accreditation

Under the National Professional Standards (2012):

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.

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

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 NESA requirements.

Further information is available from the website: educationstandards.nsw.edu.au

PLEASE PROVIDE YOUR WORKING WITH CHILDREN CHECK (WWCC) NUMBER:

ARE YOU ACCREDITED WITH THE NSW EDUCATION STANDARDS AUTHORITY?

yes

no

IF YES, PLEASE PROVIDE YOUR ACCREDITATION NUMBER:

IF YES, PLEASE PROVIDE YOUR ACCREDITATION LEVEL:

PROFICIENT TEACHER

HIGHLY ACCOMPLISHED TEACHER

EXPERIENCED TEACHER

LEAD TEACHER

ARE YOU ACCREDITED UNDER ANY OTHER AUSTRALIAN STATE'S ACCREDITATION AUTHORITY?

yes

no

IF YES, PLEASE PROVIDE DETAILS:

IF YOU CANNOT PROVIDE AN ACCREDITATION NUMBER, PLEASE INDICATE THE REASON BELOW:

I WAS QUALIFIED AND TEACHING IN NSW, BEFORE 1 OCTOBER 2004

MY APPLICATION IS NOW WITH THE NATIONAL EDUCATION STANDARDS AUTHORITY

I AM UNAWARE OF THE NATIONAL EDUCATION STANDARDS AUTHORITY AND ITS REQUIREMENTS

I AM AN INTERNATIONAL APPLICANT

PLEASE GIVE DETAILS OF INTERNATIONAL ACCREDITATION If applicable

6. Confidential Referees

PLEASE PROVIDE THREE CONFIDENTIAL REFEREES:

NAME

RELATIONSHIP

EMAIL

PHONE

NAME

RELATIONSHIP

EMAIL

PHONE

NAME

RELATIONSHIP

EMAIL

PHONE

NB: The School will notify you prior to contacting referees.

7. Attachments

Please send the following as PDF attachments to employment@queenwood.nsw.edu.au

1. A cover letter addressing the criteria and position requirements

2. A Curriculum Vitae (CV)

3. This application form

If you are shortlisted you will be asked to bring originals of the following to interview.

1. Copy of your Working With Children Check clearance (copy of email or letter received or scan of card) as per new WWCC regulations

2. Proof of citizenship / Australian residency (e.g. birth certificate, passport, visa)

3. University or College final transcript of academic results indicating eligibility for Award

4. 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

5. Evidence of ISTAA accreditation, if applicable

6. Teaching Qualification

7. Other Degrees, Diplomas or Certificates, if applicable

8. Evidence of NES A Accreditation

To find out more

Call +61 2 8968 7741

Email employment@queenwood.nsw.edu.au

LOCKED BOX 1, MOSMAN NSW 2088