

# Application for Intern / Casual / Temporary Teaching in ACT Public Schools

Mandatory Fields are indicated with \*

(Note: An application itself is not a guarantee of employment)

How did you find out about this job?			
<input type="checkbox"/> Seek	<input type="checkbox"/> JobsACT	<input type="checkbox"/> Teachers On Net	<input type="checkbox"/> Education Website
Other:			
* Section 1: Applicant Personal Details			
Family Name/Surname:		First Name/Given Name:	
Phone number:		Email:	
* Section 2: Employment Type			
What type of work do you want to register for?	<input type="checkbox"/> Intern - This option is available for eligible applicants in the final semester of their Education degree only		
	<input type="checkbox"/> Casual (Day to Day Relief)	<input type="checkbox"/> Fixed Term Temporary Contract	
* Section 3: Working with Vulnerable People (WwVP) Registration (for more information <a href="#">Access Canberra Website</a> )			
A copy of your current WwVP card must be attached.		Registration Type:	Select
WwVP Registration Number:		Expiry Date:	
* Section 4: Professional Teaching Registration for more information <a href="#">ACT Teacher Quality Institute Website</a>			
Prior to commencing teaching, evidence of current registration with the ACT Teacher Quality Institute (TQI) must be provided.		Registration Type:	Select
TQI Registration Number:		Expiry Date:	
* Section 5: Employment Eligibility			
If you have previously been employed with the Directorate, in what capacity? Job Type:			
AGS Number (if known):			
Are you an Australian Citizen/Permanent Resident?			
If no, do you possess a current working visa?			
Non-Australian Citizens: You must demonstrate your right to work and residency status by providing certified copies of the relevant pages from your passport and supporting Visa documentation.			
Section 6: Qualifications and Additional Qualifications. Please include a copy of all Final Academic Transcripts for Teaching and Tertiary Gained Qualifications (include current and anticipated date of completion)			
Teaching Qualification/s	University	Subject Areas	Year Completed

**\* Section 7: To support New Educators in their first three years in the teaching profession please detail any paid professional experience. Please include any breaks in service or periods of leave greater than 6 months (E.g. Leave Without Pay, Birthing Leave, Long Service Leave).**

Employer	No. of Terms (if school based)	Start Date	End Date	Breaks in service and/or periods of leave (greater than 6 months)

**Section 8: Recognition of Prior Service**

All Classroom Teachers commence at the base salary. Prior teaching experience and prior work experience may change this assessment. Guidelines for Incremental Salary Advancement and Application for Recognition of Prior Service and/or Additional Qualifications are located on the Directorate’s website at [https://www.education.act.gov.au/working-with-us/recruitment/casual\\_employment/casual\\_teachers](https://www.education.act.gov.au/working-with-us/recruitment/casual_employment/casual_teachers) and <https://www.education.act.gov.au/working-with-us/benefits-and-support/payrates>

**\* Section 9: Redundancy**

Have you received a voluntary redundancy from the ACTPS in the last 12 months? Select

Note: If you have received a voluntary redundancy within the last 12 months, you are generally ineligible to be re-engaged until after the exclusion period has expired.

APPLICATION FORM CONTINUES BELOW

### Section 10: Primary

Early Childhood (Preschool – Year 2)  K-6

#### Teaching Areas

Dance  ICT  Science/Technology  
 Drama  PE/Health  Art

#### Languages

Chinese (Mandarin)  Indonesian  Japanese  Korean  
 French  Italian  Spanish  German

#### Disability/Inclusion Educators

Autism Unit  Inclusion Support  Student Management  Special Education Unit  
 Early Intervention  Instrumental Music  Vision Impaired  
 Hearing Impaired  Specialist Schools  Indigenous Programs

### Section 11: Secondary

#### The Arts

Years 7-10  Years 7-12

Dance  Music  Media  Visual Arts  
 Drama  Photography  Instrumental Music Program

#### English

Years 7-10  Years 7-12

#### Languages

Years 7-10  Years 7-12

Chinese (Mandarin)  German  Italian  Korean  
 French  Indonesian  Japanese  Spanish

#### Mathematics

Years 7-10  Years 7-12

#### Physical Education

Years 7-10  Years 7-12

Physical Education  Human Movement

#### Science

Years 7-10  Years 7-12

General Science  Biology  Geology  
 Agriculture/Horticulture  Chemistry  Physics

#### HaSS/SOSE

Years 7-10  Years 7-12

Accounting/Economics  Geography  Philosophy  Psychology  
 Business Studies  Legal Studies  Politics  Sociology  
 History  Career Education

#### Technology

Years 7-10  Years 7-12

Computer Applications  CAD/Graphic Design  Fashion/Textiles  Metalwork  
 Computer Programming  Electronics/Robotics  Food Studies  Woodwork  
 Industrial Technology/Design

#### Disability/Inclusion Educators

Autism Unit  Inclusion Support  Student Management  Special Education Unit  
 Early Intervention  Instrumental Music  Vision Impaired  
 Hearing Impaired  Specialist Schools  Indigenous Programs

**Section 12: Specific Programs (Qualifications required)**

- |                                    |                                  |                                       |                                    |
|------------------------------------|----------------------------------|---------------------------------------|------------------------------------|
| International Baccalaureate        | <input type="checkbox"/> Primary | <input type="checkbox"/> Middle Years | <input type="checkbox"/> Secondary |
| Introductory English Centre        | <input type="checkbox"/> Primary | <input type="checkbox"/> Secondary    |                                    |
| English as a Second Language (ESL) | <input type="checkbox"/> Primary | <input type="checkbox"/> Secondary    |                                    |
| Teacher Librarian                  | <input type="checkbox"/> Primary | <input type="checkbox"/> Secondary    |                                    |

**Section 13: Vocational Education (Qualifications Required)**

- |  |   |  |                                  |
|--|---|--|----------------------------------|
| <input type="checkbox"/> Automotive Technology                             | <input type="checkbox"/> Fashion Design | <input type="checkbox"/> Music Industry              | <input type="checkbox"/> CISCO   |
| <input type="checkbox"/> Business Administration                           | <input type="checkbox"/> Flight         | <input type="checkbox"/> Outdoor Education           | <input type="checkbox"/> Sports  |
| <input type="checkbox"/> Social and Community Work                         | <input type="checkbox"/> Hospitality    | <input type="checkbox"/> Information Technology      | <input type="checkbox"/> Tourism |
| <input type="checkbox"/> Construction/Engineering                          | <input type="checkbox"/> Retail         | <input type="checkbox"/> Production for Live Theatre |                                  |
| <input type="checkbox"/> Transition & Careers Officer                      |   |  |                                  |
| <input type="checkbox"/> Certificate IV Workplace Assessment: Institution: |   |  | Date awarded:                    |

**\* Section 14: Teaching Referees (within last 5 years)**

Referees must be provided for all positions held within the last 5 years. How many positions have you held in the past 5 years?

Name:		Phone:	
Position/Title:		Mobile:	
Relationship to applicant:		Email:	
Name:		Phone:	
Position/Title:		Mobile:	
Relationship to applicant:		Email:	

**\*Section 15: School Preferences**

Please list your preferred list of schools	
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APPLICATION FORM CONTINUES BELOW

# Health and Self Disclosure

To be completed by all applicants for employment  
with the Education Directorate

## \* Section 16: Health Disclosure

Are you aware of any medical condition or other factors relating to your health and physical fitness which may prevent you from performing the duties of the position/s for which you are applying? Select

If you have selected yes, please provide an overview of your condition:

## \* Section 17: Self Disclosure

The ACTPS must ensure that public service employees are fit and proper persons. Please tell us about your work history and general conduct to help determine your suitability to work for the ACTPS.

Failure to adequately disclose relevant information may result in denial or termination of registration for casual employment, and/or cancellation of any offer of contract or permanent employment.

Are you currently under investigation for misconduct or did you leave a previous employer whilst under investigation?	Select
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If yes, please provide details	
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In the past 5 years, have you been found to have engaged in misconduct?	Select
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If yes, please provide details	
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Have you ever had your employment terminated on the grounds of misconduct?	Select
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If yes, please provide details	
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Do you have any other relevant information to disclose about your general conduct	Select
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Have you been subject to any findings of reportable conduct?	Select
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If yes, please provide details	
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Do you have any other relevant information to disclose about your general conduct, such as relevant police records, convictions to help determine your suitability?	Select
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I declare that I have supplied all information required and have not provided any false information.

Signature:

Date:

Note: Please insert name and date for electronic submission – preferred method of receipt

As part of this application process, you are required to provide a 2-page Statement Against Criteria. In this statement you must provide work practice examples aligned to the Australian Professional Standards for Teachers.

For more information see [Australian Institute for Teaching and School Leadership Website](#)

Empty box for writing the Statement Against Criteria.

Continue with the second page of your Statement Against Criteria here

## \* Section 19: ACTPS New Employee Commencement Pack

You **MUST** now go to the ACT Government Careers and Employment webpage, scroll down to 2. Prepare all required documents and select the [New Employee Commencement Pack](#) .

You **MUST** complete the following documents – save and return them with this application to register form:

- Item 1 - New Employee Information Pack
- Provide certified copies of the following documents:
  - **One Commencement Document** | Such as Birth certificate, Australian Citizenship or Current Passport  
Note: If providing an Australian Citizenship certificate as a commencement document proof of birth must also be provided.
  - **One Primary Document** | Such as Marriage certificate, Driver's licence, or Proof of Age.
  - **Two Secondary Document(s)** | Such as Medicare card or Proof of Identity Card.
  - For further information on the required Proof of Identity documents, please click [here](#)
  - **Proof of Change of Name (if applicable)** – Marriage certificate, change of name, deed poll or decree nisi
  - **Proof of Visa (If applicable)** – Certified true copies of your passport and supporting Visa documentation.

For further information on the required Proof of Identity documents, please go to:

<https://www.jobs.act.gov.au/how-we-hire/accept-your-offer/national-police-check-and-self-disclosure-pack>

You **MUST NOT** complete:

- Item 2e – Nationally Coordinated Criminal History Check
- Item 3 - Medical Assessment Form

**Once you have completed the New Employee Commencement Pack, this application form and have certified copies of all required documents, please sign the declaration below and then submit all documents to**

[EDUCasualRecruitment@act.gov.au](mailto:EDUCasualRecruitment@act.gov.au)

## \* Section 20: Declaration

I acknowledge the information I have provided on this form is true and correct.

Signature:

Date:

Note: Please insert name and date for electronic submission – preferred method of receipt

For further information please visit the [ACT Education Directorate Website](#) or phone on (02) 620 55000.