



Application for teacher employment

Note: General applications will be held for a year.		Date application received: _____	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other, please specify: _____		
Family name			
Given name/s Note: this name will be used in all "professional correspondence"			
Preferred name (if applicable)			
Previous name (if applicable) (Documentary evidence is required if you have changed your name)			
Marital status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Defacto <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed		
Date of birth			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Home address			
Postal address (if different to home address)			
Contact phone numbers	Home: _____		Mobile: _____
Private email address			
Religion			
Next of kin	Name: _____		Relationship: _____
	Contact phone no.: _____		
<p>➤ Are you available and willing to teach anywhere in the Diocese: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>School Preference: (Circle appropriate school/s if above answer is No)</p> <p>Toowoomba: St Saviour's; St Anthony's; St Thomas More's; Mater Dei; Holy Name; Sacred Heart; Our Lady of Lourdes; St Mary's.</p> <p>Country: Allora; Charleville; Chinchilla; Clifton; Cunnamulla; Dalby; Goondiwindi; Highfields; Inglewood; Millmerran; Mitchell; Oakey; Pittsworth; Quilpie; Roma; St George; Stanthorpe; Tara; Warwick.</p> <p>Seconday: Toowoomba (St Saviour's; St Mary's; St Joseph's); Dalby; Roma; Stanthorpe; Warwick.</p>			

Teacher qualifications

Early Childhood

Primary

Secondary

Applying for

Full time

Job share

Part time

Relief

Year levels:

P – 3

4 – 7

P – 7

P – 10

8 – 12

Music

Phys. Ed.

LOTE

T/Librarian

Applicant's teaching preferences

Year levels P – 3

Major areas of study: _____

Year levels 4 – 7

Major areas of study: _____

Year levels p - 10

Major areas of study: _____

Year levels 8 – 12

Major areas of study: _____

Schools attended by applicant

Primary: _____

Secondary: _____

Applicants referees

Personal Name: _____ Phone: _____ Position: _____

Professional Name: _____ Phone: _____ Position: _____

Church Name: _____ Phone: _____ Position: _____

Applicants employment history (Qualified and experienced teachers only)

Number of years **full time** teaching: _____

Name of school	Town/suburb	From:		To:		Full time: Y/N	Part time: Hours
		Month	Year	Month	Year		
1. _____	_____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____	_____	_____

Applicants tertiary education details

Year of highest qualification conferred: _____

Institution	Qualifications
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Professional Development

Religious Education

1. _____ 2. _____
3. _____ 4. _____

Necessary documents - MUST be supplied (☑)

Please attach **certified** copies to this application.

- | | |
|--|---|
| <input type="checkbox"/> Qualifications | <input type="checkbox"/> Statement/s of service |
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Marriage certificate (if applicable) |
| <input type="checkbox"/> Suitability declaration | <input type="checkbox"/> Current QCT certificate |

QCT Registration Number: _____

Note: It is essential that we verify the salary classification of staff and this can only be done through this application and supporting documents.

Employees will be classified at the lowest level within their specialized award unless relevant documentary evidence is supplied.

Applicants co-curricula interests (eg Music; HPE; Speech & Drama; LOTE; Coaching)

Activity	Relevant experience/qualifications
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Medical information

Do you have any health concerns or medical conditions you are aware of that may effect:

- a) Your ability to undertake work requirements of the position Yes No
b) The employer should be made aware of so that duty of care to employees can be fulfilled Yes No

If you answered Yes to either a) or b), please provide details: _____

Employment Collection Notice

In applying for a position within Toowoomba Catholic Schools and submitting your application for employment, you will be providing the Diocese of Toowoomba Catholic Schools Office or school with personal information for example, your name, address and other details contained in your resume/curriculum vitae. We will collect and record this information in order to assess your application.

If you believe that any of your personal information held by us is incomplete or inaccurate, you have the right, in accordance with the provisions of the privacy legislation, to notify us and make any updates or corrections.

When you have provided us with the name and address of a person in connection with your application (eg referee) you should inform the person that you have done so and the reason for it. You should also inform them that the information is to be used solely in connection with your application for employment.

In submitting this application for employment, you agree that you will not seek access to references provided by third parties or to confidential notes or reports made to us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position. Assess to feedback on the selection process is available.

I agree with the above conditions and certify that the information in this application is true to the best of my knowledge. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment.

Applicant's signature: _____ Date: _____