

## Casual Academic Teaching Employee Application Form

This form is for those interested in casual tutoring or demonstrating in a subject offered by the Faculty of Social Sciences. Please send the completed form to [finance-socialsciences@uow.edu.au](mailto:finance-socialsciences@uow.edu.au).

### Personal Details

Title	<input type="text"/>	First Name	<input type="text"/>	Surname	<input type="text"/>
Employee Number (if applicable)	<input type="text"/>	Student Number (if applicable)	<input type="text"/>		
Address	<input type="text"/>			Telephone	<input type="text"/>
Email Address	<input type="text"/>				
Are you an Aboriginal or Torres Strait Islander <input type="checkbox"/> Yes <input type="checkbox"/> No					
Citizenship	<input type="text"/>	Country of Birth	<input type="text"/>		
Visa Type (if applicable)	<input type="text"/>				
Please provide supporting documentation.					

### Qualifications

#### Degree Information

Year Completed	Degree Title	Specialisation	University
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you currently undertaking further study? ☐ Yes ☐ No  
If yes, please provide details.

**Note: Please provide certified copies of your academic transcripts with this application.**

### Employment Details

Please attach Curriculum Vitae (CV)

#### Tutoring/Teaching Experience

*Please attach additional pages if required.*

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### Employment Details (cont'd)

Are you currently tutoring at UOW? If yes, please provide details.

### Research Experience

Please attach additional pages if required.

### Referees

Please provide two referees

Name:

Name:

Position:

Position:

Contact  
Phone:

Contact  
Phone:

Email:

Email:

### Tutoring Preferences

School of Education

School of Health and Society

School of Psychology

Department of Geography and Sustainable Communities

#### Preferred Locations

Wollongong

Shoalhaven

Batemans Bay

Bega

Southern Sydney

Southern Highlands

#### Subject Areas

##### Education

Primary Education

PHE

English

Secondary Education

Visual Arts

Modern Languages

Early Years Education

ICT

Curriculum & Pedagogy

Adult Education

Dance

Educational Leadership

Language & Literacy

Music

Special Education

Mathematics/Numeracy

Drama

TESOL

HSIE

Society & Culture

Aboriginal Education

Science & Technology

History

Behaviour Management

Educational Research

##### Health and Society

Social and Public Policy

Social Marketing

Practice with children and families

Public and Population Health

Social Determinants of Health

Practice with Aboriginal people

Workplace Health and Safety

Community Engagement

Diversity

Social Work

Health Promotion

Counselling and therapy

Community work, program evaluation

Criminology

Practice in mental health

##### Psychology

Statistics & Research Methods

Fundamentals of Psych

Psychological Assessment &

Personality

Abnormality

Intervention

### Tutoring Preferences (cont'd)

Social & Developmental Psych  
Applied Psych  
Physical Activity & Health Psych

Cognition & Perception  
Psychophysiology  
Learning

Forensic Psychology  
History & Metatheory  
Clinical Psychology

### Geography and Sustainable Communities

Human Geography  
Environmental Impacts

Sustainability  
Population and Migration  
Geographies

Environmental Management  
(including land and heritage  
management)

### Preferred Subjects

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### Availability

#### Sessions Available

☐ Autumn  
(February - June)

☐ Spring  
(July - November)

☐ Summer  
(December - February)

Year

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#### Days Available

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

### General Conditions

- I authorise any institution or organisation named on any document provided as evidence of my qualifications or work experience or which are named in this application, to release to the Faculty of Social Sciences any personal information which they may hold about me for the purpose of verification of my supporting documents.
- Casual academic teaching employees are responsible to the Head of a designated academic unit and are assigned responsibilities by the Head. They are appointed to give tutorial instruction, or demonstrate in practical classes. They may be also required to assist in the marking of assignments, be available for consultations with students at specific times and assist in the preparation of teaching material and the organisation of classes.
- Terms of engagement are contained in the University of Wollongong (Academic Staff) Enterprise Agreement, 2005 and can be accessed at: <http://staff.uow.edu.au/personnel/awardagree/UOW016005.html>.
- In accordance with Clause 19 of the above Agreement, the University provides to the casual employee information on the type of employment, i.e. the appointment is on a casual basis, and informs the person of the terms of engagement in relation to the duties required, the number of hours required and the rate of pay for each class of duty required. This information is contained in the Casual Academic Authority.
- The University shall require academic casual employees to have the qualifications and experience appropriate to the relevant Position Classification Standard and to adduce evidence to demonstrate this. Engagement of casual employees is to be merit based.
- Induction:** Casual academic teaching employees will not be employed beyond one teaching session without attending the University's two hour casual induction training. Payment for attendance will be made at the ancillary hourly rate.
- Teaching duties:** Preparation of tutorials and laboratory classes to be presented, presentation of lectures and/or tutorials and laboratory classes, production of resource materials, marking, administration of relevant records and informal student consultation time. Marking is checking and reviewing work submitted by students and assigning a mark or level. Demonstrating is carrying out practical activities to illustrate principles. It is usually carried out under supervision of an academic staff member.

I have read and accept the conditions that apply to my application employment as a casual academic employee of the Faculty of Social Sciences and declare that all the information I have given in this application is true and correct.

Signature

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Date

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