

# Make a difference. **Teach**

Working in education in Queensland



## Application for teacher employment form

Please read the [Guide to Completing the Application for Teacher Employment Form](#) before completing this form.

This application form is in a PDF fillable format and must be completed and [submitted online](#). Please ensure all copies of required documentary evidence are attached when submitting your application.

### Section 1: Applicant Personal Details

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Surname	_____			
Previous Surname	_____			
Given Name/s	_____			
Preferred Name	_____			
Residential Street Address	_____			
Suburb	_____			
State	_____	Postcode	_____	
Postal Address (including suburb)	_____			
State	_____	Postcode	_____	
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss <input type="checkbox"/> Dr
Sex	<input type="checkbox"/> Female	<input type="checkbox"/> Male		
Date of Birth	DD	MM	YYYY	_____
Preferred Phone Contact	_____			Office use only EM-SCR
Alternate Phone Contact	_____			
Email Address	_____			

## Section 2: Additional Personal and Identification Information

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If you are a Graduate Applicant please ensure that you have submitted your application for teacher registration to the [Queensland College of Teachers](#).

### 2(a) Teacher Registration

Are you currently registered with the [Queensland College of Teachers](#)?

Yes       No       Exempt

If yes, please provide your teacher registration number \_\_\_\_\_

Teacher registration annual fee due date \_\_\_\_\_

If exempt, please provide a reason for exemption \_\_\_\_\_

### 2(b) Citizenship/Residency Status

Are you an Australian citizen or a permanent resident of Australia?       Yes       No

If no, please attach a statement giving details of your residency status and provide a copy of a valid working visa.

### 2(c) Private/sexual relationships

Applicants who are in an ongoing lawful private/sexual relationship with a Queensland state school student aged under 18 years of age must confidentially declare this to the Manager, Workforce, Recruitment and Employment Unit, PO Box 15033, City East, Qld 4002 prior to commencing employment.

Information about the department's policy regarding private/sexual relationships is outlined in the [DETE Standard of Practice](#).

### 2(d) Criminal History

Have you ever been charged or convicted in a court of law for an offence, other than a traffic offence.       Yes       No

Are you now, or have you ever been, the subject of:

- A disciplinary investigation by your present or a past employer?; or       Yes       No
- The subject of an investigation by police anywhere?; or       Yes       No
- The subject of an investigation by a teachers' registration authority anywhere?       Yes       No

If **Yes** to any of the above questions, you must confidentially declare details of this to the Department in writing to the Manager, Workforce, Recruitment and Employment Unit, PO Box 15033, City East, Qld 4002 following submission of your application. Your application will not be processed until the submission has been considered.

### 2(e) Previous employment with the Department of Education, Training and Employment

Have you ever previously been employed in any role or applied for employment as a teacher with the Queensland Department of Education, Training and Employment?       Yes       No

If yes, please provide your employee/ID/payroll number \_\_\_\_\_

Have you received a grant under the Department's Career Change Program for teachers, Voluntary Early Retirement (VER) or Voluntary Separation Program (VSP)?       Yes       No

If **Yes** to this question you are **not** eligible to teach in a Queensland State School.

## 2(f) Department of Education, Training and Employment Scholarship Recipients

Are you the recipient of a departmental scholarship?  Yes  No

If yes, please provide your employee/ID number \_\_\_\_\_

## 2(g) Other Government Employment

Have you ever been or are you currently employed by a Queensland Government Department (i.e. are you a public servant or Crown employee) or are you currently on leave from or employed by any Commonwealth or other State Government department?  Yes  No

If Yes, please attach a statement providing details.

Have you received a payment through a Voluntary Early Retirement (VER) or Voluntary Separation Payment (VSP) arrangement?  Yes  No

## Section 3: Applicant Details

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### 3(a) Applicant Type

If you are a registered teacher, or eligible for registration with the [Queensland College of Teachers](#), please indicate the type of applicant you are. Instrumental Music Instructors with Queensland Teacher registration should choose one of these categories. Please refer to the [Guide to Completing the Application for Teacher Employment Form](#) for descriptions.

Graduate Applicant

General Applicant

Applicants who are not eligible for registration with the Queensland College of Teachers should indicate one of the following categories.

MIC Instrumental Music Instructor only

CTC Community Teacher - (employed in identified indigenous community schools)

ATC Assistant Teacher - (employed in identified indigenous community schools)

If you are an applicant who does **not require registration from Queensland College of Teachers**, you are **required to obtain a Blue Card** from the [Queensland Public Safety Business Agency](#).

Please refer to the [Guide to Completing the Application for Teacher Employment Form](#) for more information.

Blue Card Number \_\_\_\_\_

### 3(b) Type of Employment Sought

Please indicate the type of employment you are seeking. Please number your preferences consecutively if you wish to be considered for more than one category of employment.

For information about the types of employment available, please refer to the [Guide to Completing the Application for Teacher Employment Form](#).

\_\_\_\_ F Permanent full-time

\_\_\_\_ T Temporary

\_\_\_\_ P Permanent part-time

\_\_\_\_ C Casual

Please indicate the date you are available to accept a position \_\_\_\_\_

## Section 4: Teacher and Sector Preferences

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### 4(a) Sector / Learning Phase Preferences

Please indicate the Sector/s or Learning Phase/s that you are formally qualified to teach or have significant and verifiable teaching experience. If you are qualified for more than one sector please number your preferences consecutively.

\_\_\_ K Early Phase / Prep (Prep – Year 3)      \_\_\_ S Secondary (Years 7 to 12)  
\_\_\_ P Primary (Years Prep to 6)                      \_\_\_ L Students with Disabilities / Special Needs

### 4(b) Teaching Area Preferences

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Please indicate the teaching and/or curriculum areas that you are formally qualified to teach or have significant and verifiable teaching experience. If you indicate teaching and/or curriculum areas that you are not formally qualified to teach, you must provide documentary evidence of your capabilities from a registered educational authority.

Only those areas which you are willing to teach should be nominated. For secondary areas please also nominate the year level that you can teach the curriculum area. To nominate Junior Secondary, please include year 7 against your nominated teaching areas.

Please refer to the [Guide to Completing the Application for Teacher Employment Form](#) for details on how to complete this section, including details of areas taught in Queensland state schools.

#### Early Phase (Prep – Year 3) and Primary (Years Prep – 6) Teaching Areas:

Pref	Teaching/Curriculum Area	Year Level	5		
e.g.	Primary	3-6	6		
1			7		
2			8		
3			9		
4			10		

#### Secondary (Years 7 – 12) Teaching Areas:

Pref	Teaching/Curriculum Area	Year Level	5		
e.g.	Chemistry	11-12	6		
1			7		
2			8		
3			9		
4			10		

#### Students with Disabilities/Special Needs Areas: (Please number preferences in order)

	Autism Spectrum Disorder		Speech Language Impairment
	Early Intervention		Visual Impairment
	Intellectual Impairment		Hearing Impairment
	Multiple Impairment		Physical Impairment

#### 4(c) Request for Languages Proficiency Assessment.

To be eligible to be employed as a Languages teacher, applicants are required to undertake a Languages proficiency assessment in addition to the applicant suitability assessment.

Information is provided in the [Guide to Completing the Application for Teacher Employment Form](#) and on the [Make a difference. Teach website](#).

**Please note that Language Proficiency Assessments will be conducted in response to identified workforce demands and after you have undertaken the applicant suitability assessment.**

Please indicate the language/s you wish to teach:

- |                                  |                                     |                                   |
|----------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> French  | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Korean   |
| <input type="checkbox"/> German  | <input type="checkbox"/> Italian    | <input type="checkbox"/> Spanish  |

#### 4(d) Instrumental Music Proficiency Assessment

To be eligible to be employed as an Instrumental Music teacher, you must have completed a suitable music qualification from a recognised tertiary institution as well as an education/teaching qualification. Applicants who have not completed an education/teaching qualification, can be considered for employment as an Instrumental Music Instructor only. Applicants for teacher employment are required to undertake an Instrumental Music proficiency interview, in addition to the applicant suitability assessment. Applicants for instructor employment will have their instructional skills assessed as part of the Proficiency Assessment process.

Information is provided in the [Guide to Completing the Application for Teacher Employment Form](#). If you are seeking assessment, please complete the [Request for Instrumental Music Proficiency Assessment](#).

**Please note that Instrumental Music Proficiency Assessments will be conducted in response to identified workforce demands and after you have undertaken the applicant suitability assessment.**

## Section 5: Location Preferences

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#### 5(a) Location Preferences for applicants seeking Permanent and/or Temporary employment.

Applicants need to consider that restricted location preferences may significantly limit their employment opportunities.

It is a condition of permanent employment that teachers may be required to teach anywhere in the state at some stage during their teaching career, regardless of their location preferences for initial appointment.

To obtain specific information about which schools are located in each geographic area within the region, please access the [Region, Geographic Area and School Listing](#) on the department's website.

##### Statewide availability

Are your initial location preferences statewide?

- Yes If Yes, each region and geographic area will be recorded as location preference 1.
- No If No, please indicate, in the following section, the region and/or geographic areas for which you wish to be considered for employment.

### Region and/or Geographic Area Preferences

If you indicated in the previous section that your preference was not statewide, please indicate the region and/or geographic areas for which you wish to be considered. Please number your preferences consecutively.

Offers of employment will not necessarily be made in order of location preferences.

<b>Regions (anywhere)</b>	<b>Geographic area within the Region</b>	
___ <b>Central Queensland</b>	___ Central Coast	___ Central West
	___ Central Queensland	___ Mackay – Whitsunday
___ <b>Darling Downs South West</b>	___ Roma	___ Toowoomba
	___ The Downs	___ Warwick
	___ Wide Bay West	
___ <b>Metropolitan</b>	___ Brisbane Central & West	___ Brisbane South
	___ Brisbane North	___ South East Brisbane
	___ Moreton East	___ Moreton West
___ <b>Far North Queensland</b>	___ Cairns Coastal	___ Torres Strait and Cape
	___ Tablelands – Johnston	
___ <b>North Coast</b>	___ Sunshine Coast North	___ Sunshine Coast South
	___ Wide Bay North	___ Wide Bay South
___ <b>North Queensland</b>	___ Townsville	___ Mount Isa
___ <b>South East</b>	___ Gold Coast	___ Logan-Albert Beaudesert

### 5(b) Additional Location Information

If a vacancy arises in a location where departmental accommodation is restricted (e.g. in instances where there is only single accommodation available) do you wish to be considered for such a position?  Yes  No

If you are appointed to a vacancy which requires you to relocate, do you have family members and/or others who will need to accompany you?  Yes  No

If you receive an appointment for which relocation assistance is provided by the department your personal details, approved uplift and delivery location information will be provided to an authorised removalist broker. Although departmental accommodation may exist in some locations, access to this accommodation is not guaranteed.

Please indicate any restrictions to your location preferences and provide details of any personal circumstances which may need to be taken into consideration. (maximum of 20 words)

**5(c) Location Preferences for applicants seeking Casual employment**

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Please check the box against the geographic area/s where you wish to be considered for casual teaching. Only indicate areas that you can access daily from your residence and which you are prepared to accept casual employment.

Sector Preferences:  Early Phase     Special Needs/Students with Disabilities     Primary     Secondary

<b>Regions</b>	<b>Geographic area within the Region</b>	
<b>Central Queensland</b>	<input type="checkbox"/> Central Coast	<input type="checkbox"/> Central West
	<input type="checkbox"/> Central Queensland	<input type="checkbox"/> Mackay – Whitsunday
<b>Darling Downs South West Queensland</b>	<input type="checkbox"/> Roma	<input type="checkbox"/> Toowoomba
	<input type="checkbox"/> The Downs	<input type="checkbox"/> Warwick
	<input type="checkbox"/> Wide Bay West	
<b>Metropolitan</b>	<input type="checkbox"/> Brisbane Central & West	<input type="checkbox"/> Brisbane South
	<input type="checkbox"/> Brisbane North	<input type="checkbox"/> South East Brisbane
	<input type="checkbox"/> Moreton East	<input type="checkbox"/> Moreton West
<b>Far North Queensland</b>	<input type="checkbox"/> Cairns Coastal	<input type="checkbox"/> Torres Strait and Cape
	<input type="checkbox"/> Tablelands – Johnston	
<b>North Coast</b>	<input type="checkbox"/> Sunshine Coast North	<input type="checkbox"/> Sunshine Coast South
	<input type="checkbox"/> Wide Bay North	<input type="checkbox"/> Wide Bay South
<b>North Queensland</b>	<input type="checkbox"/> Townsville	<input type="checkbox"/> Mount Isa
<b>South East</b>	<input type="checkbox"/> Gold Coast	<input type="checkbox"/> Logan-Albert Beaudesert

**Section 6: Qualifications**

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Please provide details of all of your formal qualifications.

Documentary evidence of your qualifications must be attached in your online submission.

**6(a) Educational Qualifications – Teacher Preparation (Pre-service) Program**

Qualification Name \_\_\_\_\_

Academic Institution \_\_\_\_\_

State/Country \_\_\_\_\_

Qualification Type \_\_\_\_\_

Result \_\_\_\_\_

Majors \_\_\_\_\_

Year Commenced \_\_\_\_\_ Years attended \_\_\_\_\_ Completed (Month & Year) \_\_\_\_\_

Final Professional Experience Location  
*(Graduate applicants only)* \_\_\_\_\_

**6(b) Qualifications – Other tertiary qualifications (if applicable)**

Please attach additional information if more than one (1) other tertiary qualification.

Qualification Name \_\_\_\_\_

Academic Institution \_\_\_\_\_

State/Country \_\_\_\_\_

Qualification Type \_\_\_\_\_

Result \_\_\_\_\_

Majors \_\_\_\_\_

Year Commenced \_\_\_\_\_ Years attended \_\_\_\_\_ Completed (Month & Year) \_\_\_\_\_

## Section 7: Teaching and Other Relevant Employment History

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Please provide details of teaching and other relevant employment, except those with the Queensland Department of Education, Training and Employment.

Certified copies of statements of service must be submitted with your application if you wish to have this employment recognised for classification and salary purposes. Please refer to the [Guide to Completing the Application for Teacher Employment Form](#) for details concerning suitable documentary evidence.

Please attach a separate page with these details if there is insufficient space below.

Employer	State/Country	Sector Taught	Work Status	From Date	To Date

Sectors: Early Phase/ Prep (K), Primary (P), Secondary (S) or Students with Disabilities/Special Needs (L)  
Work Status: Permanent Full-time (F), Permanent Part-time (P), Temporary (T) or Casual (C).

## Section 8: Skills and Competencies

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Please provide details of any skills or competencies that you may possess, for example TAFE accreditation, first aid accreditation etc.

A list of relevant skills and competencies is provided in the [Guide to Completing the Application for Teacher Employment Form](#).

Documentary evidence to support your skills and competencies must be attached.

Skills and Competencies									
Description	Date obtained	Instrumental Music Performance Level	Instrumental Music Teaching Level	In-service / Training other than formal	Current Accreditation	Manual Communication incl Signed Language and AUSLAN	Experience	Coach / Trainer	TAFE Accreditation

## Section 9: Suitability Assessment Process

### Suitability Assessment Process

Applicants seeking permanent and/or temporary teacher employment must undertake the suitability assessment process. This process provides applicants with an opportunity to demonstrate their professional knowledge and experience, work and life experiences and community commitment.

**Please note: Suitability Assessments will be offered in response to identified workforce demands. Therefore, the department is unable to provide a timeframe in which you will be invited to participate in the suitability assessment process.**

Information about the assessment process is available on the [Make a difference. Teach website](#).

## Section 10: Privacy

The information collected on this form will be used by the Department of Education, Training and Employment (DETE) to assess your suitability for employment as a teacher with DETE, for the ongoing management of your application or the ongoing management of your employment if your application is successful.

The information provided by you will be securely stored and will be made available to appropriate authorised officers of DETE or agents employed by DETE.

The information will be disclosed to other parties without your consent where the disclosure is in accordance with legislative requirements.

Personal information collected by the department is handled in accordance with the [Information Privacy Act 2009](#).

While completion of this form is voluntary, if you do not answer all relevant questions it may result in your application not being considered.

Applicants should note that as part of the selection process your claims made on this form may be checked by contact with your nominated referees, with your present or past employer/s, a teacher registration authority or police.

A false answer may result in your application not being considered or in subsequent termination of employment with DETE on the basis of this application.

## Section 11: Applicant Checklist

The following checklist is provided to ensure all necessary steps are completed and all required documentary evidence is attached before submitting the form. Applications will not be processed until all relevant documentary evidence is received by the Teacher Applicant Centre.

You must check each box to indicate that you have:

- Read the [Guide to Completing the Application for Teacher Employment Form](#)
- Completed all sections of the *Application for Teacher Employment Form*
- If I have answered YES to 2(c) and YES to any question at section 2(d), I have declared details as requested to the Workforce, Recruitment and Employment Unit

Attached documentary evidence of:

- All name changes (*Section 1*)
- Proof of identity (Birth Certificate / Passport) (*Section 1*)
- Certificate of Teacher Registration from the Queensland College of Teachers (*Section 2(a)*)
- Visa/Work Permit/Citizenship if not a permanent resident (*Section 2(b)*)
- Other Government Employment (*Section 2(g)*)
- Teaching/Curriculum areas nominated for which you are not qualified (*Section 4(b)*)
- All Qualifications, such as academic records/transcripts and degree certificates (*Section 6*)
- Teaching or Other Relevant Employment History (*Section 7*)
- Skills and Competencies (*Section 8*)
- Documentary evidence is certified by an authorised person. Please refer to the [Guide to Completing the Application for Teacher Employment Form](#) for details concerning evidence.

## Section 12: Applicant Declaration

- I certify that the information contained in this application is a true and correct statement of my particulars, qualification/s, training, experience and competencies.
- I understand that statements found to be false within my knowledge may make me liable for immediate dismissal or make me ineligible for employment.
- I understand that a condition of permanent employment is that teachers are required to teach anywhere in the State of Queensland, regardless of their location preferences for initial appointment.
- I certify that I have not received a grant under the Department's Career Change Programs for teachers, Voluntary Early Retirement (VER) or Voluntary Separation Program (VSP).
- I acknowledge that by indicating I am available for Temporary and Casual Teacher employment, I will be activated in the department's teacher replacement solution ([TRACER](#)).
- I acknowledge that should I receive an appointment and relocation assistance is provided by the Department that my personal details, approved uplift and delivery location will be provided to an authorised removalist broker.
- I consent to the Department of Education, Training and Employment undertaking relevant background checks which may include all or any of the following:
  - Previous employment including disciplinary history for Queensland Government employment;
  - Employment screening including criminal history;
  - Queensland College of Teachers (or other teacher registration authority) – disciplinary action

Name \_\_\_\_\_

Date \_\_\_\_\_