

**Iona College Geelong**

**Replacement Teachers Application Form 2023/2024**

**PERSONAL DETAILS**

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| --- | --- | --- | --- | --- |
| **TITLE: NAME:** | | | | |
| **ADDRESS:** | | | | |
| **CITY:** | | **STATE:** | | **POSTCODE:** |
| **EMAIL ADDRESS:** | | | | |
| **TELEPHONE:** | **HOME:** | | **MOBILE:** | |
| **VIT NUMBER:** | | | | |
| **ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL:**  **YES Accreditation Number: NO** | | | | |
| **ACCREDITATION TO TEACH RELIGIOUS EDUCATION IN A CATHOLIC SCHOOL:**  **YES Accreditation Number: NO** | | | | |
| **CURRENT SALARY CLASSIFICATION LEVEL:** | | | | |

**EDUCATION**

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| --- | --- | --- | --- |
| **TERTIARY LEVEL QUALIFICATIONS** | | | |
| Qualification Gained | Institution Attended | Years Attended | Year Awarded |
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| **CURRENT TERTIARY STUDY BEING UNDERTAKEN** | | |
| Study | Institution Attended | Years Attended |
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**TEACHING METHOD QUALIFICATIONS**

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| **TEACHING METHODS** | **YEAR LEVELS TAUGHT** |
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**TEACHING EXPERIENCE OUTSIDE OF QUALIFIED METHODS**

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| **TEACHING EXPERIENCE** | **YEAR LEVELS TAUGHT** |
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**EMPLOYMENT RECORD**

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| --- | --- | --- | --- | --- |
| Please provide a full employment history including any employment gaps and reason for the gap/s from the date of your first employment after tertiary education. | | | | |
| **FULL EMPLOYMENT HISTORY** | | | | |
| **Occupation** | **Employer** | **Year** | | **Reason for Leaving** |
| **From** | **To** |
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**SCHOOL LEADERSHIP EXPERIENCE**

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| --- | --- | --- | --- |
| LEADERSHIP POSITION | SCHOOL | POL LEVEL (or POR) | YEARS |
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**NOMINATED REFEREES**

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| **To support character and professional capability.**  **Professional Capability Referees\***: Please provide details of your two (2) most recent Principals/Employers in schools/organisations where you were last appointed in a paid position **OR** for Graduate Teachers, where you most recently completed teaching practicums with details of your direct teaching supervisor in the school and additionally your most recent employer.  **Additionally:**  Experienced Teachers Only- Please provide the details on one (1) Head of Department from your current school in you majority teaching method area.  **Character Referee**:  Experienced and Graduate Teachers- please provide details of one (1) person to act as a Character Referee.  Please note that referees will **only** be contacted upon the **completion** of the interview process. Please do not leave details in this section blank or list that referees will only be provided upon request.  \*If experience in current school exceeds five years, the second professional capability referee should be the Deputy/Assistant Principal of your current school.  Graduate teachers may provide details of university practicum leader. |

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| PROFESSIONAL CAPABILITY 1 | |
| NAME: | POSITION: |
| ORGANISATION: | EMAIL: |
| PHONE: | MOBILE |

|  |  |
| --- | --- |
| PROFESSIONAL CAPABILITY 2 | |
| NAME: | POSITION: |
| ORGANISATION: | EMAIL: |
| PHONE: | MOBILE |

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| PROFESSIONAL CAPABILITY 3 (Experienced Teachers only) | |
| NAME: | POSITION: |
| ORGANISATION: | EMAIL: |
| PHONE: | MOBILE |

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| CHARACTER REFEREE | |
| NAME: | POSITION: |
| ORGANISATION: | EMAIL: |
| PHONE: | MOBILE |

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

**RIGHT TO WORK IN AUSTRALIA**

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| --- | --- | --- |
| Were you born in Australia? | YES  NO |  |
| If no, please provide evidence of Australian Citizenship, Permanent Residency or valid visa with relevant work rights | | |

**CRIMINAL RECORD CHECK & CHILD SAFETY**

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| Have you ever been convicted of any criminal offence, including where no sentence was imposed? | YES  NO |  |
| if yes, please give a brief description below: | | |

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| Have you been charged with and criminal offence, including where the charge has been withdrawn or you were acquitted of the offence? | YES  NO |  |
| if yes, please give a brief description below: | | |
| Have you ever been accused of physically, sexually or emotionally abusing or harming a child or a young person? | YES  NO |  |
| if yes, please give a brief description below: | | |
| *(*For applicants who have at any time worked in Victoria)- Have you ever been the subject of an allegation of “reportable conduct” as defined by the Victorian Institute of Teaching (that is: sexual offence, sexual misconduct, assault, ill treatment, neglect or psychological harm of a child)? | YES  NO |  |
| if yes, please give a brief description below: | | |
| *(*For applicants who have at any time worked outside of Victoria) - Have you ever been the subject of an allegation involving your conduct with a child or young person, such as sexual offence, sexual misconduct, assault, ill-treatment, neglect or psychological harm that resulted in a notification to a statutory authority under the local child protection legislation? | YES  NO |  |
| if yes, please give a brief description below: | | |

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| |  | | --- | | Have you even been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm? | | YES  NO |  |
| if yes, please give a brief description below: | | |
| Have you ever been the subject of a complaint/allegation and/or internal investigation that related to a breach of your professional boundaries and/or breach of Code of Conduct? | YES  NO |  |
| if yes, please give a brief description below: | | |
| During the last 5 years have you been the subject of formal performance management and/or disciplinary proceedings (or any action that might lead to such proceedings) in relation to your employment? | YES  NO |  |
| if yes, please give a brief description below: | | |
| |  | | --- | | As a result of any such proceedings or for any other reason, have you ever been suspended, dismissed or asked to resign from your position? | | YES  NO |  |
| if yes, please give a brief description below: | | |

**HEALTH CHECK QUESTIONS**

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| |  |  | | --- | --- | | |  | | --- | | Do you have any significant vision, voice or hearing loss or impairment that may impact on your capacity to carry out the full requirements of the position for which you are applying, or that may be aggravated or worsened by the duties of the position? | | | YES  NO |  |
| If yes, please provide details: | | |
| |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | | Is there any other information regarding your health history and or pre-existing injuries that may need to be known when considering your application for employment? | | | | YES  NO |  |
| If yes, please provide details: | | |

**APPLICATION DECLARATIONS:**

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| By submitting this expression of interest, I declare that there is no reason for Iona College Geelong and Melbourne Archdiocese Catholic Schools (MACS) to believe I am not suitable to work in child-related employment. I understand if Iona College Geelong and MACS becomes aware that I have failed to disclose or inaccurately disclosed any information in this application, my expression of interest and any potential employment offer may be terminated.  **Expression of Interest Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_** |
| I certify that the information provided in this expression of interest form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in my expression of interest and any potential employment offer being terminated.  **Expression of Interest Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_** |
| |  | | --- | | I understand that if medical information is required (after interview), I may be asked to give written authorisation for Iona College Geelong to seek relevant medical information. I acknowledge that wilful suppression or inaccuracy may result in my expression of interest and any potential employment offer being terminated.  **Expression of Interest Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_** | |
| I certify the accuracy of the information provide with this application. I consent to Iona College Geelong contacting current referees as nominated on my application should I be interviewed by the College for a teaching position. No contact with referees will be made until after the interview process.  **Expression of Interest Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_** |
| I understand that I must have Australian citizenship, permanent residency or hold a visa with appropriate working rights.  **Expression of Interest Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_** |
| I understand that teaching registration as defined by the Victorian Institute of Teaching (VIT), is required as part of the employment application process and it is a condition of any employment offer from Iona College Geelong that I hold a valid VIT registration at all times during my employment. In addition, a National Criminal Check may be required as part of the employment assessment process. The existence of a criminal record or other relevant record may affect the ability of Iona College Geelong to proceed to interview stage.  **Expression of Interest Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_­**  **­­\_** |

**EMPLOYMENT COLLECTION NOTICE**

In completing an Expression of Interest form for employment at Iona College Geelong, you will be supplying the College with personal information.

If you provide us with personal information, for example, your name and address or information contained on this form, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent, other than to the referees that you have listed on this form. If you provide us with personal information of others, we encourage you to inform them that you are disclosing this information to Iona College Geelong and that they can access that information if they wish.

Iona College Geelong does not usually disclose information to third parties.