



## Temporary Relief Teaching Form

### Personal Details

Given Name:	Surname/Family Name:
Preferred Name:	Date of Birth:
Residential Address:	
Suburb:	Post Code:
Phone:	Email:

### Specialty Teaching Subjects/Learning Areas

<input type="checkbox"/> English/LOTE	<input type="checkbox"/> Maths	<input type="checkbox"/> Science	<input type="checkbox"/> HPE & Outdoor Education
<input type="checkbox"/> Humanities	<input type="checkbox"/> Arts	<input type="checkbox"/> Technology	<input type="checkbox"/> Flexible Learning
<input type="checkbox"/> Religion	<input type="checkbox"/> Inclusive Education	<input type="checkbox"/> Junior Years	<input type="checkbox"/> Junior Years PE
<input type="checkbox"/> Other			

If other, please explain:

### Availability

I am available on:

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
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Are you available for night before calls? ☐ Yes ☐ No

Are you available for on the day calls? ☐ Yes ☐ No

Preferred year levels: ☐ Junior Years (R-6) ☐ Middle Years (7-9) ☐ Senior Years (10-12)

### Current Certifications (Select Applicable)

Responding to Risk of Harm, Abuse & Neglect (RRHAN)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /
First Aid or Senior First Aid	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /
DHS Working with Children Check	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /
Teachers Registration Number:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /

## Referees

Name:

Position Title:

Organisation:

Contact Number:

Email:

Name:

Position Title:

Organisation:

Contact Number:

Email:

## Declaration - Confidential

*Please respond to the questions below and sign the Declaration at the end of this form:*

1. Have you ever been investigated, charged or arrested, reported for or pleaded or found guilty of any criminal offence? (tick "No" where an expiation notice was only received)	Yes	No
2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?	Yes	No
3. Are you currently the subject of an investigation or process being undertaken by your employer, a regulator/registrar or police?	Yes	No
4. (a) Have you ever been the subject of adverse findings in the course of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee?	Yes	No
(b) If no to question 4 (a), did you resign during the course of a process/investigation and prior to any findings being made?	N/A	Yes No
5. (a) Have you ever been the subject of adverse findings relating to allegations of misconduct by you including of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services?	Yes	No
(b) If no to question 5 (a), did you resign during the course of a process/investigation and prior to any findings being made?	N/A	Yes No
6. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?	Yes	No
7. (If applicable) Do you have conditions on your SA teacher registration?	N/A	Yes No

**Please note:** If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.) If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal/Director (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Principal/Director (or their delegates) and me.

**Please note:** If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

### Further Information and ongoing requirements

*Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed. The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the Principal / Director should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations. If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the Principal / Director immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to CESA.*

### Declaration

*I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.*

Signature: \_\_\_\_\_

Date:        /        /

### Collection Notice and Affirmation

We Collect and record this information in order to assess your application. In accordance with Privacy legislation you have the right to notify us and make any updates or corrections. All information that relates to the privacy of individuals will be held at the College in a secure place and only accessed by the Principal or Delegated Person of Responsibility.

I have read the Privacy Policy and Code of Conduct on the College website.

I agree to comply with all relevant legislation, College policies and procedures and to follow all reasonable instructions while on College property and/or while undertaking duties for the College.

I agree to keep confidential, any personal or sensitive information of which i become aware through my involvement with the College.

I understand that a range of screening procedures, including a Police Clearance, are required for all Staff.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:        /        /

Please submit this application form, and all current certifications listed above, to:

Email: [reliefs@rostrevor.sa.edu.au](mailto:reliefs@rostrevor.sa.edu.au)