



Our Lady of the Sacred Heart Catholic College

RELIEF TEACHER APPLICATION

Forms can be returned via email

For further assistance, please contact 08 8950 6409

PO Box 2508
Alice Springs NT 0871
Telephone: (08) 8950 6400
Email: admin.olshalice@nt.catholic.edu.au

PERSONAL DETAILS

Name: _____ Mr. Miss Mrs. Ms. Dr. _____

Previous surname (if applicable): _____

Date of Birth: _____ Place: _____

Home Address: _____ Telephone: _____

_____ Mobile Phone: _____

Postal Address: _____

Email Address: _____

Religion: _____ Marital Status: _____

Residential Status: ☐ Australian Citizen (Go to Nationality) ☐ Resident ☐ Overseas

Date of Arrival: _____ Nationality _____

Passport Number (If applicable) _____ Visa No: (if applicable) _____
(Copy to be attached)

Next of Kin: _____ Relationship: _____

Telephone: _____

Allergies/Diet Requirements: _____

Northern Territory Teacher Registration Board #: _____ (supply copy of Certificate)

Are there any Special Conditions on your Registration? ☐ Yes (please state conditions below) ☐ No

Working with Children (Ochre Card) Number _____ (supply copy of Card)

EMPLOYMENT DETAILS

Teaching Level: ECE ☐ Primary ☐ Middle ☐ Secondary ☐

No. of Years of Experience: _____

Speciality Subjects:

1. _____

2. _____

3. _____

Availability: Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

Preferred Campus: Bath St Tr. - Yr 4 ☐ Traeger Yr 5 - Yr 8 ☐ Sadadeen Yr 9 – Yr 12 ☐

Teaching and Other Tertiary Qualifications (*certified copies of qualifications required*)

Course Name & Duration	Name of Institution	Date Commenced	Date Completed
Religious Studies:			

History of Employment as a Teacher (*statement(s) of service required*)

State: School	Dates: Years/Months	Position held eg Yr 4, 5	Fractional Time

REFERENCES:

Employer 1 _____ Phone _____ Position _____

Employer 2 _____ Phone _____ Position _____

Employer 3 _____ Phone _____ Position _____

Personal _____ Phone _____ Position _____

Church _____ Phone _____ Position _____

DISCLOSURE OF INFORMATION:

Personal History:

Have your services ever been terminated by previous employers? (If yes, please provide details below)	Yes	___	No	___
Disciplinary reasons	Yes	___	No	___
Failure/dismissed for poor performance	Yes	___	No	___
Failure in probation -	Yes	___	No	___

Have you ever been convicted in a Court of Law for an offence other than a traffic offence? Yes No

If yes, please give details (attach explanation if necessary).

Disclosure of Information:

All applicants for teaching positions and/or positions involving ongoing student contact are advised that it is their responsibility to provide with their applications any information which may be relevant to the employer's decision as to whether to offer employment. Failure to provide complete, accurate information may result in dismissal. Such information should include:

- details of teaching/professional and other qualifications and experience
- details of any medical condition which may affect appointment or deployment. Please note that the College can request a medical assessment be completed as a condition of employment.
- details of any circumstances which may prevent taking up an appointment in any location within the Northern Territory
- details of any relevant criminal convictions *

Applicants are further advised that the Catholic Education Office (NT), as a part of the usual recruitment process, does contact the applicants' past employers as listed in the application presented, to verify information provided. It is a condition of employment that applicants sign a consent for authority to release relevant criminal convictions through a Police check.

I declare that, to the best of my knowledge, the information given on this 'Disclosure of Information' form is correct.

I am willing to support the Catholic ethos of the school as explained in Principles of Employment in NT Catholic Schools.

Date: _____ Signature: _____

*Note that you are **not** required to provide any information that is 'irrelevant criminal record' under the Anti-Discrimination Act or any spent convictions under the Crimes Act.

OFFICE USE ONLY

Actioned by:	References Checked & attached:	Yes	No
Payroll package issued: Yes No	Authorised by HOC:		
Visa Restrictions if any:	Copy to HOC of teaching areas:	Yes	No
Visa Expiry Date:	Copy to College Secretary:	Yes	No
TRB / WWCC Copies Rc'd Yes No			
Date entered on MAZE:	Copy to College Bursar:	Yes	No