



St Paul's Grammar School

Application for Employment Teacher

THIS IS A DIGITAL
FILLABLE PDF

Click inside each field to fill
out the form.

POSITION APPLIED FOR	
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If applying for an advertised position, where did you see the advertisement ?	Seek	Website	SMH Newspaper	Social Media	Other
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SECTION A - PERSONAL DETAILS

Last Name		Title	Mr Mrs Miss Ms Dr
Given Name(s)			
Preferred Name		Date of Birth	/ /
Email (Personal)			
Address		Post Code	
State		Home Phone	
Mobile		Work Phone (Optional)	
Your WWCC (Working With Children Check) number:			

Should you be the successful applicant you will not be employed until you have provided your Working With Children Clearance number and clearance date for verification by the school. For more information on the process involved, please visit <http://www.newcheck.kids.nsw.gov.au>

CRIMINAL HISTORY CHECK

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Relevant criminal history checks will be conducted on recommended applicants.

Declaration | I have:

- Convictions of sexual and/or drug offences YES NO
- Convictions of other criminal offences, within the last ten years YES NO
- Child sexual assault charges dealt with under section 556a of the NSW Crime Act 1990 YES NO
- Child sexual assault charges under other acts YES NO
- Charges that have not been heard carrying a penalty of 12 months or more imprisonment YES NO
- Been subject to disciplinary action in relation to sexual misconduct or harassment YES NO

Signature		Date	/ /
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w. stpauls.nsw.edu.au



CITIZENSHIP

Citizenship (Country)		Passport No# (if applicable)	
International Applicants - please provide details of Visa/approval to work in Australia:			

CHRISTIAN INVOLVEMENT

St Paul's Grammar School is a non-denomination Christian School. Our staff attend churches of various Christian denominations. We expect our staff to be committed Christians who regularly attend church. Please read the declaration of faith below for further details.

Please indicate your:

Denomination		Church Attending	
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Full name and contact for your Minister of Religion:

Name		Phone	
Email			

DECLARATION OF FAITH

"I declare that I believe and uphold the fundamental truths of Christianity contained in Holy Scriptures, including:

- The Divine Inspiration and infallibility of Holy Scripture as originally given and its supreme authority in all matters of faith and conduct.
- The unity of the Father, the Son and the Holy Spirit in the Godhead
- The universal sinfulness and guilt of human nature since the Fall, rendering man subject to God's wrath and condemnation.
- The conception of Jesus Christ by the Holy Spirit and His birth of the Virgin Mary.
- Redemption from the guilt, penalty and power of sin only through the sacrificial death, as our representative and Substitute, of Jesus Christ, the Incarnate Son of God.
- The bodily resurrection of Jesus Christ from the dead.
- The necessity of the work of the Holy Spirit to make the death of Christ effective in the individual sinner, granting him repentance towards God and faith in Jesus Christ.
- The indwelling of the Holy Spirit in the believer.
- The expectation of the personal return of the Lord Jesus Christ.

Therefore, in the light of these truths, I declare my faith in Jesus Christ as my Saviour, Lord and God.

Signature		Date	/ /
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HEALTH

Do you have any medical conditions or disabilities which may prevent you from performing the role for which you have applied at St Paul's Grammar School? YES NO

If yes, please provide details:

Have you had any previous Workers' Compensation claims? YES NO

If yes, please provide details:

SECTION B - EDUCATION

EDUCATIONAL QUALIFICATIONS

Year completed or to be attained	Course (Level Attained) eg. BEd	Provider/Institution	Major/Minor (if applicable)

Other: Education Pastoral Care First Aid

Other Educational, Professional or Technical Qualifications (including short courses).

Do you hold a current First Aid Qualification (E.g. Senior First Aid)?

YES NO

Qualification			
Certifier		Date Issued	/ /

Do you hold a current CPR Qualification?

YES NO

Certifier		Date Issued	/ /
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Do you hold a current Driver's Licence?

YES NO

If yes, Licence Category	
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PROFESSIONAL MEMBERSHIPS

1	3
2	4

TEACHING SUBJECT OR AREA

Major teaching subject/area	
Minor teaching subject/area	
Other subjects qualified to teach	

ACCREDITATION DETAILS

NESA

Accreditation No#		Status		Date Achieved	/ /
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ISTAA

Accreditation No#		Status		Date Achieved	/ /
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SECTION C - EMPLOYMENT

CURRENT EMPLOYMENT

Name of Current Employer							
Address							
			State		Post Code		
Name of Principal							
Period of Employment: from		/	/	to	/	/	
Position/s Held							
Main Duties and Responsibilities:							
Current Base Salary							
Current Allowances							
Current Teaching Load							
Reason for Leaving							
Please indicate any variations to your teaching load over the course of your employment with your current employer in addition to any periods of leave (E.g: leave without pay, maternity leave, etc).							

PAST EMPLOYMENT

Please indicate the last three positions held (if applicable), commencing with the most recent position.

Please indicate any variations to your teaching load over the course of your employment with each employer, including periods of leave (eg: leave without pay, maternity leave, etc).

Please attach statements of service which should include role and teaching load

From (DD/MM/YY)	To (DD/MM/YY)	Name of Employer	Name and Contact details of supervisor

SECTION D - OTHER INFORMATION

TECHNOLOGY SKILLS

- Are you proficient to work in an environment where the majority of documents are exchanged electronically over a computer network? YES NO
- Are you conversant with the use of e-mail as a means of communication? YES NO
- Have you had experience working with Microsoft Office YES NO

EXTRA-CURRICULAR

Teaching Staff at St Paul's are expected to be involved in the extra-curricular life of the school, for example, coaching a sport team, managing a sport code, coaching debating or outdoor education program.

Please specify any particular expertise or interest you may have in the area of extra-curricular programme, of the school.

PASTORAL CARE

All staff at St Paul's are expected to be involved in the pastoral care initiatives of the school. This includes care and support of a vertical tutor group within the House structure.

Please outline any areas of expertise or interest you have in the area of pastoral care.

COMMUNITY INVOLVEMENT

Describe any ways you have been involved in activities associated with your local community and/or church.

EDUCATIONAL PHILOSOPHY

Please outline what you consider to be the major issues in education today.

REFEREES

State the name, occupation and address of three persons to whom reference may be made in regard to character and professional competency.

One of these persons must be a recent or current employer.

1 Referee's Name			
Occupation		Phone	
Address			
	State		Post Code
Relationship to Applicant			

2 Referee's Name			
Occupation		Phone	
Address			
	State		Post Code
Relationship to Applicant			

3 Referee's Name			
Occupation		Phone	
Address			
	State		Post Code
Relationship to Applicant			

DECLARATION

I certify that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Signature		Date	/ /
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Teacher Applications for employment at St Paul's Grammar School should include:

- Letter of Application
- Employment Application Form
- Curriculum Vitae
- Statements of Service (copies only)
- Academic transcripts, qualifications and/or certificates (copies only)
- NESAs Teacher Accreditation Certificate (copies only)

And be forwarded by the nominated date to:

EA to the Principal
 hr@stpauls.nsw.edu.au
 Locked Bag 8016
 Penrith NSW 2751

PRIVACY INFORMATION

- In applying for this position you will be providing St Paul's Grammar School with personal information.
- If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
- You may seek access to your personal information that we hold if you are unsuccessful for the position. However, there will 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.
- Where you have provided us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
- Your application will be securely stored by St Paul's Grammar School for three months.



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