

This form is to be completed by all applicants offered employment in a Victorian Government school. This form contains a Statutory Declaration and it requests the submission of certified copies of relevant documentation. The Department requires all newly employed persons in school based positions to complete this form to verify information provided in online applications and résumés. It will form the basis of your personnel file held at the school. The personal information you are requested to provide will enable the verification of these details. You should provide any updated information to your school.

Comprehensive information on pre-employment requirements is available on the Department's Human Resources website, HRWeb at <http://www.education.vic.gov.au/hrweb/default.asp>

Privacy Notice: We also request that you provide optional information such as your ancestry, language/linguistic background and impairment. Where provided the information will be de-identified and only used for statistical reporting purposes or where an impairment is indicated, to allow consideration of any workplace modifications.

The collection and processing of the information on this form is in accordance with relevant legislation, regulations made from time to time, any ministerial orders, instructions and policies issued by the Department and any applicable federal award and /or agreement. DEECD may disclose some of your personal information, as applicable, to outside organisations/bodies that require this information to assist with providing employment services such as taxation, superannuation and salary packaging.

You are able to request access to the personal information that we hold about you, and to request that it be corrected. Please contact your school, manager or Schools HR Services unit on 1800 641 943 directly or the Freedom of Information (FOI) Unit on 9637 2670. Information about the Department's privacy policy can be found at <http://www.education.vic.gov.au/about/deptpolicies/informationprivacy.htm>

A: Completing the Form (Refer to the stated Sections in the form.)

S1. Personal details

Personal particulars must be completed in full. Your first given name must be entered as shown on your birth certificate unless you have changed your first name officially. Do not use shortened names.

Optional Information

- **Ancestry** describes your ethnic or cultural heritage you identify with most. Examples include: Australian, Maori, English, Irish, Italian, Greek, Turkish, Scottish.
- **Language/Linguistic Background:** Record your proficiency to read, speak or write a language(s) other than English. AUSLAN also falls into this category.
- **Impairment:** Indicate here if you have a sensory or physical impairment, e.g.: visual, hearing or physical impairment.

S2. Previous employment with the Department

Indicate whether you have had previous employment with this Department. If yes, list your Personal Identification Number (PIN)/Employee ID No./Record No.

S3. Previous relevant experience

Previous relevant experience may be recognised for determining commencement salary for classroom teachers (approved teaching experience only) and education support class employees (employment as an education support class employee in a Victorian Government state school only) and/or for leave purposes (employment with an approved organisation). The Department's policies on recognition of previous service for leave and salary purposes are available on the Department's HR website at: <http://www.education.vic.gov.au/hrweb/employcond/leave/pservTS.htm> . You should check the provisions of these policies before completing this section of the form.

"Approved teaching experience" means completed years of equivalent full time or equivalent full time teaching experience approved by the Secretary of the Department and gained subsequent to completion of an approved course of teacher training.

All teaching experience, other than casual relief teaching prior to 1 January 2005, gained subsequent to completion of an approved course of teacher training, and undertaken in a P-12 school setting or equivalent counts as approved teaching experience for commencing salary purposes for future new employment or re employment.

What experience counts?

- ❖ employment (other than casual employment) with a Victorian government school;
- ❖ employment (other than casual employment) with a Victorian registered non government school;
- ❖ employment (other than casual employment) with a government school of another state or territory;
- ❖ employment (other than casual employment) with a non government school of another state or territory that is approved in accordance with the requirements of that state or Territory to provide instruction at P-12 or part thereof;
- ❖ employment as a casual relief teacher on or after 1 January 2005 in any of the above schools. In calculating casual relief teaching (CRT) experience 1200 hours CRT employment will equal one (1) year of approved teaching experience (calculated on the basis of 6 hours x 200 days).

Teaching Experience in a school setting other than as set out above, including international experience may be recognised for commencement salary purposes. Schools should seek advice from **Schools HR Services** in these circumstances.

Provide details of your previous relevant experience: Name of Victorian Government state school/employer and dates of commencement and cessation for each employment period. Experience gained as a casual relief teacher must be supported by documentary evidence. Experience gained during work experience (e.g. teaching rounds) should NOT be included.

Documentary evidence of employment with employers other than the Department must be provided in order for that employment to be considered for salary and/or leave purposes as appropriate. Any statement of service must include position(s) held, commencement and cessation dates, periods of leave without pay, and, if the service was part-time, the relevant time fraction employed. Any evidence of service as a casual relief teacher must include the number of hours worked and the period to which this service relates.

S4. Qualifications

List your qualifications relevant to your position and attach certified copies of your qualifications. For teaching qualifications, include transcripts.

S5. Victorian Institute of Teaching Requirements

Where you are to be employed as a principal, assistant principal, teacher or paraprofessional, you must have gained registration or permission to teach as appropriate with the Victorian Institute of Teaching.

S6. Subjects offered for teaching

Indicate subjects you offer to teach (teaching positions only).

S7. Other requirements

- ❖ Before commencing employment as an education support class employee, you will be required to provide evidence of a satisfactory current Working With Children Check. You may also be required to undertake a criminal records check conducted by the Department.
- ❖ When accepting an offer of employment you will be required to satisfactorily complete the relevant pre employment health requirements to confirm that you are fit to undertake the duties of the position. Employment cannot occur until the pre employment health requirements are met.

B: Employment Documentation

Please supply copies, which have been certified by a person authorised to witness the statutory declaration. (See list as part of this form.) If any documents are in a language other than English, authorised translations are also required. Note that if you provide originals, they may not be returned to you. Attach all documents securely to this form.

Tick to indicate documentation provided.

1. Evidence of date of birth (required)

Provide a copy of a birth certificate, or extract of birth entry, or passport, or certificate of naturalisation or certificate of citizenship. Note that baptismal certificates or drivers' licences are not acceptable.

2. Evidence of change of name - if your name is now different from that on your evidence of date of birth (required)

Provide evidence, which shows both your current and former name e.g. copy of certificate of marriage, certificate of registration of change of name, deed poll, or (if the change was not formally recorded in documents) a statutory declaration attesting to the name change.

3. Evidence of permanent resident status - if you are not an Australian or New Zealand citizen (required)

Provide a copy of the relevant pages from your passport showing a stamp, which confirms your right to permanent residence in Australia. Your name must appear on the copy. If you are a British subject who migrated to Australia prior to 1974, evidence of residence in Australia prior to 1974 is required. New Zealand citizens are regarded as Australian citizens for employment purposes, but evidence of New Zealand citizenship is required.

If you are not a permanent resident, but have a work permit that allows the type and duration of work for which you are applying, such evidence must be provided.

Additional Documentation Required For Principal Class, Teaching or Paraprofessional positions

4. Evidence from the Victorian Institute of Teaching

5. Evidence of academic and teacher training qualifications

- ❖ Copies of academic records (official transcripts) of all subjects completed in each qualification obtained.
- ❖ Evidence that you have completed the award(s), e.g. copies of certificates, diplomas or degrees issued by tertiary institutions, or an academic record bearing the statement that the requirements of the award have been completed.
- ❖ Evidence of trade or industrial experience if your qualifications status as a teacher will rely on trade or industrial experience or relevant technology TAFE certificates. You must include statements of service showing all relevant previous employment. Include commencement and cessation dates, proportion of time worked, periods of unpaid leave and duties performed.

Additional Documentation Required For Education Support Class positions

6. Evidence of current Working With Children Check

School	Position
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1. PERSONAL DETAILS (Please use BLOCK LETTERS)

NAME: _____ **GENDER:** **M** or **F**
Title First Given Name Second Given Name Family Name (circle)

IF YOUR NAME HAS CHANGED, PLEASE STATE YOUR ORIGINAL FAMILY NAME _____ **BIRTH DATE:** ___/___/___

ARE YOU AN AUSTRALIAN CITIZEN?: YES NO (if NO, please provide evidence of permanent residence status or work permit)

OPTIONAL INFORMATION:

COUNTRY OF BIRTH _____ **WHAT IS YOUR ANCESTRY?** _____

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?
 NO YES ABORIGINAL YES, TORRES STRAIT ISLANDER

WHAT IS YOUR LANGUAGE/LINGUISTIC BACKGROUND? _____
PLEASE INDICATE YOUR PROFICIENCY TO READ/SPEAK/WRITE THIS LANGUAGE:
 READ HIGH MED LOW SPEAK HIGH MED LOW WRITE HIGH MED LOW

DO YOU HAVE AN IMPAIRMENT? NO YES PROVIDE DETAILS: _____

ADDRESS FOR CORRESPONDENCE	TELEPHONE NUMBERS
House Number and Street _____	1. Preferred Number (____) _____
Suburb or Town and State _____ Postcode _____	2. Alternative Number _____
Email Address _____	

2. PREVIOUS EMPLOYMENT WITH THE DEPARTMENT

HAVE YOU BEEN PREVIOUSLY EMPLOYED BY THIS DEPARTMENT? YES NO IF YES, STATE FORMER PERSONAL IDENTIFICATION NUMBER (PIN): _____

3. PREVIOUS RELEVANT EXPERIENCE IN ONGOING, FIXED TERM OR CASUAL RELIEF TEACHER POSITIONS

A. EXPERIENCE WITH THIS DEPARTMENT

B. EXPERIENCE WITH OTHER AUTHORITIES

ATTACH DOCUMENTARY EVIDENCE

School	Dates	Employer	Dates
_____	___/___/___ to ___/___/___	_____	___/___/___ to ___/___/___
_____	___/___/___ to ___/___/___	_____	___/___/___ to ___/___/___
_____	___/___/___ to ___/___/___	_____	___/___/___ to ___/___/___
_____	___/___/___ to ___/___/___	_____	___/___/___ to ___/___/___
_____	___/___/___ to ___/___/___	_____	___/___/___ to ___/___/___
Casual Relief Teacher Service (After 01/01/2005):			
Number of days: _____	Dates: ___/___/___ to ___/___/___	_____	___/___/___ to ___/___/___
	_____	_____	___/___/___ to ___/___/___

4. QUALIFICATIONS FOR THIS POSITION (Attach evidence as indicated on instruction sheet)

Name of Course	Name of Institution	Completion Date	Course Length
First Qualification _____	_____	____/____/____	_____ Years
Second Qualification _____	_____	____/____/____	_____ Years
Third Qualification _____	_____	____/____/____	_____ Years
Fourth Qualification _____	_____	____/____/____	_____ Years

Do you hold accreditation from the Department to teach a language other than English in Victorian Primary Schools? YES NO

Language: _____

5. VICTORIAN INSTITUTE OF TEACHING REGISTRATION

Do you hold current registration or permission to teach with the Victorian Institute of Teaching? YES NO

If YES, provide registration number: _____

6. SUBJECTS OFFERED FOR TEACHING (Teacher positions only)

Subjects you offer to teach	1. _____	3. _____	5. _____
Indicate levels e.g. Music P-6, Mathematics 12	2. _____	4. _____	6. _____

7. ADDITIONAL INFORMATION

If you answer YES to any of these questions PROVIDE RELEVANT DETAILS including dates on an attached sheet

A. Do you have a current Working With Children Check? If YES, provide number	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B. Have any of your periods of service with any employer (including this Department) ceased due to ill health of any kind?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C. Were you ever the subject of discipline action?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
D. Have you received any form of Voluntary Departure Package in the last three years from the Victorian Public Sector?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

8. STATUTORY DECLARATION

I, _____ of _____
 Applicant's Name Applicant's Address

do solemnly and sincerely declare that the contents of the above application are true and correct in every particular, and make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration to be punishable for wilful and corrupt perjury.

Declared at _____ before me _____
 Signature of Witness

In the State of Victoria this _____ day _____
 Status of person taking declaration, refer to the list below

of _____, 20____

Applicant's signature _____

The statutory declaration may be witnessed by any of the following: These persons may also certify copies of documents you are required to submit:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the *Local Government Act 1989*
- a registered medical practitioner within the meaning of the *Medical Practice Act 1994*
- a registered dentist within the meaning of the *Dental Practice Act 1999*
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).