

The Department requires all applicants for 2010 Career Change Program vacancies to complete this form and supply requested documents to verify information. This form contains a Statutory Declaration and it requests the submission of certified copies of relevant documentation. The information will be used in the selection of the 2010 Career Change trainees. DEECD may disclose information provided, as applicable, to outside organisations/bodies that require this information to assist with the central assessment of selected applicants. For 2010 Career Change trainees the information provided will form the basis of their personal file held at the school. You should provide any updated information to the appointing school.

Comprehensive information on the Career Change Program, including the selection process is available on the Department's website, Teaching@DEECD at <http://www.teaching.vic.gov.au>.

Privacy Notice:

The information collected on this form is for the purpose set out above and is required to process your application. Your information will not be disclosed without your consent or unless authorised or required by law. You are able to request access to the personal information that we hold about you, and to request that it be corrected. Please contact the appointing school, Research and Workforce Planning Unit on 9637 2376 directly or FOI Unit on 9637 2670.

The Department's privacy policy is available at <http://www.education.vic.gov.au/about/deptpolicies/informationprivacy.htm>

A: COMPLETING THE FORM (Please use BLOCK LETTERS and refer to the stated sections in the form)

S1. Vacancy Details

List the Career Change Program school and subject area you are applying to.

S2. 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.

S3. Work experience

The provision of work experience information is especially important if your eligibility for entry into teaching will rely on trade or industrial experience or relevant technology TAFE certificates. Information on the relevance of previous work experience in relation to the Career Change program is available on the Department's Teaching@DEECD website at: <http://www.education.vic.gov.au/careers/teaching/incentives/ccpeligible.htm>. You should check the detail of the information provided before completing this section of the form.

Provide details of your previous relevant experience: Name of employer, dates of commencement and cessation for each employment period and a summary of the role or duties undertaken.

Documentary evidence of employment with employers other than the Department must be provided in order for that employment to be considered as part of your application. 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 casual employment must include the number of hours worked and the period to which this service relates.

S4. Qualifications

List your qualifications relevant to the advertised career change position and attach certified copies of your qualifications and include transcripts.

S5. Additional Information

All persons selected will be required to undertake a criminal record check conducted by the Department unless one has been undertaken by the Victorian Institute of Teaching in the last three years. Employment will not be confirmed until a satisfactory record check is received by the Department.

When accepting an offer of employment you will be required to satisfactorily complete the relevant pre employment medical requirements to confirm that you are fit to undertake the duties of the position. Employment cannot occur until the pre-employment medical requirements are met.

Where you are or have been employed as a paraprofessional, you must have gained permission to teach as appropriate with the Victorian Institute of Teaching.

S6. Referees

Provide 3 referees including at least 2 who can comment on your work experience, training and development skills.

B: 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 your application form.

All applicants are required to supply the following documentation

Tick to indicate documentation provided.

- 1. Evidence of change of name - if your name is now different from that on your evidence of date of birth**
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.
- 2. Evidence of permanent resident status - if you are not an Australian or New Zealand citizen**
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.
- 3. Evidence of Work Experience**
Provide statements of service for all current and previous employment, with employers other than the Department.
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 a casual nature must include the number of hours worked and the period to which this service relates.
- 4. Evidence of academic and/or industry 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 course entry qualifications status will rely on trade or industrial experience or relevant technology TAFE certificates. Additional Documentation Required For Education Support Class positions
- 5. Evidence of English language competence**
If you completed your qualifications overseas in a language other than English you must provide evidence of your abilities in speaking, listening, reading and writing English according to one of the following: Certificate of Achievement of Level 4 in the Australian Secondary Language Proficiency Rating (ASLPR) or Achievement of Level 7 in the International English Language Testing System (IELTS).
- 6. Additional Information**
Include details and requested information for any Yes response to the listed questions outlined in section 5 of the Career Change Application Form..

S1: CAREER CHANGE VACANCY

SCHOOL		SUBJECT AREAS	
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S2: PERSONAL DETAILS

NAME				GENDER	Male <input type="checkbox"/>
	(Title)	(Given Names)	(Surname)		Female <input type="checkbox"/>
POSTAL ADDRESS					
EMAIL					
TELEPHONE NUMBERS		()	Mobile:		
IF YOUR NAME HAS CHANGED, PLEASE STATE YOUR ORIGINAL SURNAME:					
AUSTRALIAN CITIZENSHIP: YES <input type="checkbox"/> NO <input type="checkbox"/> (if NO, please provide evidence of permanent residence status or work permit)					

S3: WORK EXPERIENCE

EMPLOYER	PERIOD	SUMMARY OF DUTIES
	/ / to / /	
	/ / to / /	
	/ / to / /	
	/ / to / /	
	/ / to / /	

S4: QUALIFICATION(S)

COURSE NAME	INSTITUTION	COMPLETION	LENGTH
1		/ /	Years
2			
3			
4			

S5: ADDITIONAL INFORMATION (Include details and dates on an attached sheet for any YES response)

A Have any of your periods of service with any employer ceased due to ill-health of any kind?	YES <input type="checkbox"/> NO <input type="checkbox"/>
B Were you ever the subject of discipline action?	YES <input type="checkbox"/> NO <input type="checkbox"/>
C Do you have any outstanding debt to the Department – studentship, salary overpayment or other?	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"/>
E Have you been issued with a Permission to Teach letter by the Victorian Institute of Teaching? If YES: Please attach a copy. It is NOT necessary to obtain a letter if your response is NO.	YES <input type="checkbox"/> NO <input type="checkbox"/>

S6: REFEREES

NAME	POSITION AND ORGANISATION	TELEPHONE
1		
2		
3		

