



GEELONG
LUTHERAN
COLLEGE

Geelong Lutheran College

Teacher Application Form

PERSONAL DETAILS

TITLE:		NAME:	
ADDRESS:			
CITY:		STATE:	POSTCODE:
EMAIL ADDRESS:			
MOBILE:			
VIT NUMBER:			
CURRENT SALARY CLASSIFICATION LEVEL:			

EDUCATION

TERTIARY LEVEL QUALIFICATIONS			
Qualification Gained	Institution Attended	Years Attended	Year Awarded

CURRENT TERTIARY STUDY BEING UNDERTAKEN		
Study	Institution Attended	Years Attended

TEACHING METHOD QUALIFICATIONS

TEACHING METHODS	YEAR LEVELS TAUGHT

TEACHING EXPERIENCE OUTSIDE OF QUALIFIED METHODS

TEACHING EXPERIENCE	YEAR LEVELS TAUGHT

EMPLOYMENT RECORD

Please provide a full employment history including any employment gaps and reason for the gap/s from the date of your first employment after tertiary education.

FULL EMPLOYMENT HISTORY

Occupation	Employer	Year		Reason for Leaving
		From	To	

SCHOOL LEADERSHIP EXPERIENCE

LEADERSHIP POSITION	SCHOOL	POL LEVEL (or POR)	YEARS

NOMINATED REFEREES

To support character and professional capability.

Professional Referees*: Please provide details of your two (2) most recent Principals/Employers or Line Managers in schools/organisations where you were last appointed in a paid position **OR** for Graduate Teachers, where you most recently completed teaching practicums with details of your direct teaching supervisor in the school and additionally your most recent employer.

Additionally:

Experienced Teachers Only- Please provide the details on one (1) Head of Department from your current school in your majority teaching method area.

Character Referee:

Experienced and Graduate Teachers- please provide details of one (1) person to act as a Character Referee.

Please note that referees will be contacted prior to the interview process. Please do not leave details in this section blank or list that referees will only be provided upon request.

*If experience in current school exceeds five years, the second professional referee should be the Deputy/Assistant Principal of your current school.

Graduate teachers may provide details of university practicum leader.

PROFESSIONAL REFEREE 1

NAME:	POSITION:
ORGANISATION:	EMAIL:
MOBILE	

PROFESSIONAL REFEREE 2	
NAME:	POSITION:
ORGANISATION:	EMAIL:
MOBILE	

PROFESSIONAL REFEREE 3 (Experienced Teachers only)	
NAME:	POSITION:
ORGANISATION:	EMAIL:
MOBILE	

CHARACTER REFEREE	
NAME:	POSITION:
ORGANISATION:	EMAIL:
MOBILE	

PLEASE ANSWER THE FOLLOWING QUESTIONS:

RIGHT TO WORK IN AUSTRALIA

Were you born in Australia?	YES	☐
	NO	☐
If no, please provide evidence of Australian Citizenship, Permanent Residency or valid visa with relevant work rights		

CRIMINAL RECORD CHECK & CHILD SAFETY

Have you ever been convicted of any criminal offence, including where no sentence was imposed?	YES	☐
	NO	☐
if yes, please give a brief description below:		
Have you been charged with and criminal offence, including where the charge has been withdrawn or you were acquitted of the offence?	YES	☐
	NO	☐
if yes, please give a brief description below:		

Have you ever been accused of physically, sexually or emotionally abusing or harming a child or a young person?	YES NO	☐ ☐
if yes, please give a brief description below:		
(For applicants who have at any time worked in Victoria)- Have you ever been the subject of an allegation of “reportable conduct” as defined by the Victorian Institute of Teaching (that is: sexual offence, sexual misconduct, assault, ill treatment, neglect or psychological harm of a child)?	YES NO	☐ ☐
if yes, please give a brief description below:		
(For applicants who have at any time worked outside of Victoria) - Have you ever been the subject of an allegation involving your conduct with a child or young person, such as sexual offence, sexual misconduct, assault, ill-treatment, neglect or psychological harm that resulted in a notification to a statutory authority under the local child protection legislation?	YES NO	☐ ☐
if yes, please give a brief description below:		
Have you even been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm?	YES NO	☐ ☐
if yes, please give a brief description below:		
Have you ever been the subject of a complaint/allegation and/or internal investigation that related to a breach of your professional boundaries and/or breach of Code of Conduct?	YES NO	☐ ☐
if yes, please give a brief description below:		

During the last 5 years have you been the subject of formal performance management and/or disciplinary proceedings (or any action that might lead to such proceedings) in relation to your employment?	YES NO	☐ ☐
if yes, please give a brief description below:		
As a result of any such proceedings or for any other reason, have you ever been suspended, dismissed or asked to resign from your position?	YES NO	☐ ☐
if yes, please give a brief description below:		

APPLICATION DECLARATIONS:

By submitting this application, I declare that there is no reason for Geelong Lutheran College and Lutheran Education Victoria, NSW & Tasmania (LEVNT) to believe I am not suitable to work in child-related employment. I understand if Geelong Lutheran College and LEVNT becomes aware that I have failed to disclose or inaccurately disclosed any information in this application, my expression of interest and any potential employment offer may be terminated.

Applicant's Signature:

Date:

I certify that the information provided in this application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in my expression of interest and any potential employment offer being terminated.

Applicant's Signature:

Date:

I certify the accuracy of the information provide with this application. I consent to Geelong Lutheran College contacting current referees as nominated on my application should I be interviewed by the College for a teaching position.

Applicant's Signature:

Date:

I understand that I must have Australian citizenship, permanent residency or hold a visa with appropriate working rights.

Applicant's Signature:

Date:

I understand that teaching registration as defined by the Victorian Institute of Teaching (VIT), is required as part of the employment application process and it is a condition of any employment offer from Geelong Lutheran College that I hold a valid VIT registration at all times during my employment. In addition, a National Criminal Check may be required as part of the employment assessment process. The existence of a criminal record or other relevant record may affect the ability of Geelong Lutheran College to proceed to interview stage.

Applicant's Signature:

Date:

EMPLOYMENT COLLECTION NOTICE

In completing an application form for employment at Geelong Lutheran College, you will be supplying the College with personal information.

If you provide us with personal information, for example, your name and address or information contained on this form, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may 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, other than to the referees that you have listed on this form. If you provide us with personal information of others, we encourage you to inform them that you are disclosing this information to Geelong Lutheran College and that they can access that information if they wish.

Geelong Lutheran College does not usually disclose information to third parties.