

Employment in the Teaching Service – Validation of Personal Information

This form is to be completed by a person who has accepted an offer of employment in the Victorian Teaching Service. Certified copies of any required documentation must be provided. The information provided will form the basis of the employee's personnel file held at the 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/Pages/default.aspx>.

Privacy Notice: We also request that you provide optional information such as your ancestry, language/linguistic background and any 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. The Department 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. For privacy enquiries please contact your Principal Manager or Schools People Services on 1800 641 943. Information about the Department's privacy policy can be found at <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

INSTRUCTIONS FOR COMPLETING THE FORM

A. COMPLETING THE FORM *(the numbers below correspond with the relevant sections on the form)*

1. Personal details

Personal details 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:** this describes your ethnic or cultural heritage you identify with most. Examples include: Australian, Maori, English, Irish, Italian, Greek, Turkish.
- **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. For example, visual, hearing or physical impairment.

2. Previous employment with the Department

Indicate whether you have been previously employed with this Department. If **YES**, indicate your previous Employee ID/Personal Identification Number (PIN) or Record Number. It is important that previous employment is identified to ensure duplication of your record does not occur and allow for previous employment history and possible entitlements to be carried forward into a new period of employment.

3. Previous relevant experience

Previous relevant experience may be recognised for determining:

- commencement salary for classroom teachers (approved teaching experience only) or
- commencement salary for education support class employees (employment as an education support class employee in a Victorian Government state school only) and/or
- service for leave purposes (employment with an approved organisation).

The Department's policy on the recognition of previous service for leave purposes is available on the Department's HR website at: <http://www.education.vic.gov.au/hrweb/employcond/Pages/pservTS.aspx>

Further details on "Approved teaching experience" is available in the *Remuneration-Teaching Service* guide on the Department's HR website at: http://www.education.vic.gov.au/hrweb/employcond/Pages/remuneration_teachserv.aspx

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 in a Victorian Government school 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 in a Victorian government school must include the number of hours worked and the period to which this service relates.

4. Qualifications

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

5. Subjects offered for teaching

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

6. Victorian Institute of Teaching Requirements

Where you are to be employed as a principal, assistant principal or teacher, you must have current full or provisional registration with the Victorian Institute of Teaching (VIT). A person who is to be employed as a paraprofessional must have been given permission to teach by VIT.

7. Working with Children Check

Where you are to be employed as an education support class employee, you must have a valid, current Working With Children Check card. Before employment can commence you will be required to provide evidence of a valid and current Working Children Check card with an "E" (employee). A "V" (volunteer) type card is not accepted. You may also be required to undertake a criminal records check conducted by the Department.

8. Pre-employment medical requirements

Your offer of employment is subject to you satisfying the Department's pre-employment medical requirements. Employment cannot commence until the pre-employment medical requirements are met.

9. Declaration

Sign the declaration indicating the information provided is true and correct.

B. EMPLOYMENT DOCUMENTATION

Please supply *copies* which have been certified by a person authorised to witness a statutory declaration (see Department of Justice and Regulation at: <http://www.justice.vic.gov.au/home/justice+system/legal+assistance/statutory+declarations/>).

If any documents are in a language other than English, authorised translations are also required. If you provide originals, they may not be returned to you. Attach all documents securely to this form.

Please indicate, by ticking in the box below, which documents you have attached to this form:

1. Evidence of Date of Birth (required document)

A copy of your birth certificate, extract of birth entry, passport, certificate of naturalization or certificate of citizenship. Note: a baptismal certificate or driver's licence is not acceptable.

2. Evidence of change of name (required document)

If your name is different to what is recorded on the document at point 1 above, evidence which shows both your current and former names e.g. copy of certificate of marriage, certificate of registration of change of name.

3. Evidence of permanent resident status or current visa status (required)

If you are not an Australian or New Zealand citizen, 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, evidence of your current visa status demonstrating that you have sufficient work rights to undertake the position at the school.

4. Pre-employment medical requirements

A completed a pre-employment health declaration.

Additional Documentation required for Principal Class or Teaching positions

5. Evidence from the Victorian Institute of Teaching

If you are in the principal class or a teacher evidence of current, valid VIT registration.

If you are a paraprofessional evidence of permission to teach.

6. 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 any award(s). For example, 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.
- Copies of trade, industrial experience or any relevant technology TAFE certificates obtained.

Additional Documentation required for Education Support Class positions

7. Evidence of current Working With Children Check

A copy of a current, valid Working With Children Check card with an “E” (employee).

A person employed as an Education Support Class employee who holds current VIT registration does not require a Working With Children Check.

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Position Details	
School Name:	Position Title:

Personal Details <i>(Please use BLOCK LETTERS)</i>	
Family Name:	Given Name(s):
Date of Birth: ___ / ___ / _____	Gender: <input type="checkbox"/> Man <input type="checkbox"/> Woman <input type="checkbox"/> Self-described (please specify):
If your name has changed, indicate your original family name:	
Are you an Australian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, please provide evidence of permanent residence status or visa documentation.	
Address and Contact Information	
Number/Street:	Suburb/Town:
State: Postcode:	Preferred Telephone No: Alternative No:
Email Address:	

Optional Information	
Country of Birth:	What is your Ancestry?:
Are you of Aboriginal or Torres Strait Islander Origin? <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander	Do you have impairment? <input type="checkbox"/> No <input type="checkbox"/> Yes If YES, provide details:
What is your language/linguistic background?:	Please indicate your proficiency to Read, Write or Speak this language: READ: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low WRITE: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low SPEAK: <input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low

Previous Employment with the Department
Have you been previously employed by this Department? <input type="checkbox"/> No <input type="checkbox"/> Yes
If YES, state your previous Employee ID / PIN / Record Number:
<i>(Previous Employee ID / PIN / Record Number is required to ensure all previous entitlements and service is carried forward to this period of employment)</i>

Previous relevant experience in Ongoing or Fixed Term positions or as a Casual Relief Teacher *

Experience with this Department

Experience with other Organisations (attach documentary evidence)

School	Dates	Employer	Dates
.....	__/__/__ to __/__/__	__/__/__ to __/__/__
.....	__/__/__ to __/__/__	__/__/__ to __/__/__
.....	__/__/__ to __/__/__	__/__/__ to __/__/__
.....	__/__/__ to __/__/__	__/__/__ to __/__/__

*Casual Relief Teaching in a Victorian Government School (after 1/1/2005). Attach Statements of Service as evidence of CRT employment which includes the dates employed and number of hours worked each day.

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? No Yes

If YES, state Language:

Victorian Institute of Teaching Registration

Do you hold current registration or permission to teach with the Victorian Institute of Teaching?

No

If YES, please:

Yes

- provide your VIT Registration Number:
- attach a copy of your card to this form.

Subjects offered for Teaching (Teacher positions only)

Subjects you offer to teach – Indicate levels. For example: Music P-6, Mathematics 12

- | | | | |
|---------|---------|---------|---------|
| 1. | 2. | 3. | 4. |
| 5. | 6. | 7. | 8. |

Working With Children Check (Education Support Class positions)

Do you have a current Employee (E) type Working with Children Check (WWC Check) Card?

No

If YES, please:

Yes

- provide your WWC Check Card Number:
- attach a copy of your card to this form.

Additional Information

- A. Have any of your periods of service with any employer (including this Department) ceased due to ill health of any kind? Yes No
- B. Were you ever the subject of disciplinary action? Yes No
- C. Have you received any form of Voluntary Departure Package (VDP)? Yes No
- Date of last employment where cessation was as a result of accepting a VDP: ____ / ____ / _____

If you answered YES to any of the above questions in the additional information section, provide relevant details including dates on an attached sheet.

Declaration

I declare that the information I have provided is true and correct.

Signature of employee:

Date: ____ / ____ / _____

The following items are to be completed using Employee Self Service (ESS) following your appointment. Your eduMail/eduPay login details are provided by your HR Administrator or Business Manager following your appointment. Entry via ESS negates the need to provide hard copy forms.

- Income Tax Declaration (record using ESS > My Pay Details > Maintain Tax Data) – a help document is available at <https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ESS-QRG-Taxaation.pdf>
- Choice of Superannuation Fund (record using ESS > My Pay Details > Superannuation Details – a help document is available at <https://edugate.eduweb.vic.gov.au/Services/HR/Documents/ESS-QRG-Superannuation.pdf>

Where access to the payroll is not possible and you are unable to complete the above directly on the payroll, provide the Income Tax Declaration form (available from most newsagents) and a Choice of Superannuation fund form (available from <https://www.education.vic.gov.au/hrweb/employcond/Pages/super.aspx>) directly to your HR Administrator or Business Manager

The following can be completed using ESS > My Pay Details > Personal Bank Accounts, however access to this menu is restricted to computers that are logged on to the School or Department computer network and the '[work location](#)' link is used for eduPay.

If this access is not possible, the following form should be provided to your HR Administrator/Business Manager

- Bank account details (to deposit your fortnightly pay) – available on the Direct Crediting of Salary page on HRWeb at <https://www.education.vic.gov.au/hrweb/employcond/Pages/dcredit.aspx>

Provision of the following information is optional but may assist the school in providing appropriate care in the case of an emergency that involves you. If appropriate, provide the HR Administrator/business manager with an emergency contact name and telephone number, your Medicare number and if a member of the Ambulance Service your membership number.

Emergency contact information can be added or amended using Employee Self Service at any time after appointment on the payroll.