



Reference	D1
Version	01:12

## DOCUMENTATION REQUIRED AS A TEACHER IN THE DIOCESE OF ROCKHAMPTON

***Attach CERTIFIED copies of the following documentary evidence. DO NOT SEND ORIGINALS***

When complete documentation has been provided your application will proceed through the usual selection process.

- Marriage Certificate, Court Order, Change of Name Certificate
- Birth Certificate or a short extract
- Baptism Certificate (if available)
- Current Certificate of Queensland College of Teacher Registration. NB: If you are a graduate applicant you will need to provide your receipt of payment
- Statement of criminal history (if applicable)
- Statement of medical history (if applicable)
- Statement of Worker's Compensation Claims (if applicable)
- Statements of Competencies / Qualifications / Official Academic transcripts
- Statement/s of Teaching Service from previous employer/s:-

Please note that the following information needs to be provided before the service can be recognised as teaching service as per clause 7.4.3 of the *Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2012*, the Statement of Service should:

- a) be an original or certified copy of an original document;
- b) be provided on the official letterhead of the Authority responsible for the school or institution and it must be signed and dated by the employer or an authorised person;
- c) specify the position held;
- d) specify the complete period of employment;
- e) specify the exact nature of the employment e.g. full-time, part-time, casual, etc. and provide a detailed description of the teaching or other relevant duties performed;
- f) detail whether the employment was part-time – and if so the number of hours worked per week or their full-time equivalent, or the total number of hours paid for the total period of employment;
- g) detail whether the employment was casual – and if so the total number of hours paid for the total period of employment;
- h) indicate any periods of unpaid leave that were taken; and
- i) specify whether any leave without pay was taken and the period when this leave without pay occurred. If no periods of leave without pay were taken, the statement must show that 'no leave without pay was taken'.

Once all statements of service have been received, your classification will be reviewed from commencement with us. Important information relating to salary adjustments is listed below.

### Important Information

As per clause 7.4.2 (b) 'If an employee does not provide supporting documentary evidence regarding previous relevant service within six (6) months of commencement of service with the employer, payment for the adjustment will be effective from the date of commencement with the employer.'

Clause 7.4.2 (c) states 'If an employee does not provide supporting documentary evidence regarding relevant service within six (6) months of commencement then any payment relating to that service will be applied from the date of receipt of notification from the employee.'