

Information on Teachers at Edu-Kingdom College

First Name: _____ Surname: _____

Male Female Email Address (if available): _____

Date of Birth: _____ Marital Status: _____

Phone Number: (Home) _____ (Alternative) _____

Postal Address: _____ Postcode: _____

Currently teaching at: (name of school) _____

VIT Number: _____ Working with Children Check: Yes No

Teaching Subjects (please state to what level. e.g. Year 12) _____

Formal Qualifications: _____

Work experience (inc. coaching experience): _____

I am able to teach in following areas (please tick preference):

- Box Hill Craigieburn Cranbourne West Footscray Geelong Glen Waverley
 Hallam Malvern Melton Mitcham Officer Ormond Rowville Preston
 South Morang Springvale St Albans Truganina Wantirna Werribee

Please state the days and times preferred (if any):

Mon. Tue. Wed. Thu. Fri. Sat.

Time: _____

* TFN (Tax File Number): _____

* Superannuation Company: _____ Membership Number: _____

PLEASE NOTE: IT IS AGAINST OUR POLICY FOR TEACHERS TO PRIVATELY TUTOR ANY OF EKC COLLEGE STUDENTS.

PLEASE READ THE CONDITIONS CAREFULLY BEFORE SIGNING:

1. There is a **2-month probationary period** for all new teachers as we assess their suitability to our college.
2. Teachers are required to give a minimum of **1 MONTH** notice before resigning.
3. If for some reason you cannot attend the class, it is your responsibility to arrange for a relief teacher who can competently teach in your place.
4. In case of absence, you must inform the office as soon as possible.
5. Any information regarding the **operation of Edu-Kingdom College** must be kept **confidential**.
I agree to comply with the conditions stated above.

Signed _____

Date: / /

The above information will be kept strictly confidential (with the exception of experience and name of the school) and we will be happy to keep any information confidential if our teachers request it.

Office Use Only (A.N: _____ / BSB: _____ / A.N: _____)