

## 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  Mitcham  Moorabbin  Oakleigh  Officer  Richmond  Rowville  
 Preston  Springvale  St Albans  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: \_\_\_\_\_)