WHEN TO USE THIS FORM

You can apply for permission to teach only if all of the following apply:

- You are not eligible for registration as a teacher
- You have a confirmed offer of a teaching position
- Your prospective employer is unable to find an appropriate registered teacher to fill the position
- You have knowledge, qualifications, skills or training relevant to the position you have been offered

This application form has two sections – an Applicant section and an Employer section. Both sections must be completed in full. The original of the completed application form is required to be sent to the Queensland College of Teachers (QCT).
HOW TO HAVE A DOCUMENT CERTIFIED

Documents you supply to the QCT to support an application for permission to teach must be certified copies of the original documents.

To have a copy of a document certified you need to show the original document and the photocopy to one of the following authorised persons:

- Justice of the Peace
- Notary Public
- Solicitor
- Commissioner for Declarations
- School Principal/Headmaster
- Chartered Accountant
- Commissioner for Oaths
- Magistrate
- Registered Medical Doctor
- Judge of the Court
- Certified Practising Accountant

The person must make this statement on the front of every page:
I have sighted the original document and certify this to be a true copy of the original.

The person must sign and date the statement, and provide their full name, designation (eg Justice of the Peace), registration number where applicable, and contact telephone number.

TRANSLATIONS

Documents in a language other than English must be accompanied by translations that are prepared and certified as correct by an official translation service or an accredited translator.

PRIVACY STATEMENT

The Education (Queensland College of Teachers) Act 2005 authorises the Queensland College of Teachers (QCT) to collect and use personal information for the purpose of carrying out its statutory obligations and functions which include deciding applications for registration and permission to teach, maintaining the register of teachers and undertaking reviews and research.

In carrying out its functions the QCT will give some personal information to other parties including the Queensland Police Service, the Director of Public Prosecutions, the Public Safety Business Agency, teacher employing authorities, or service providers engaged by the QCT.

A de-identified or aggregate form of data may be released on an open data website.

Further details about the QCT’s Privacy statement and collection of personal information may be found on the QCT’s website www.qct.edu.au.
Application for permission to teach

Applicant section

The Permission to teach policy is available on the QCT website.

$ An application fee applies. Please see the checklist page at the end of the form for information.

**A** OFFER OF A TEACHING POSITION

Do you have a confirmed offer of a teaching position in a Queensland school?  
Yes [ ]  No [ ]

If ‘No’, you are unable to apply for permission to teach and you should not proceed with this application.

If ‘Yes’, please provide details.

**B** PERSONAL DETAILS AND IDENTIFICATION

**PERSONAL DETAILS**

Title (Ms, Mr, Mrs, Miss) __________________________

Surname/Family name __________________________

Given names __________________________

All former names / other names known by __________________________

City __________________________

State __________________________

Post Code __________________________

**BIRTH DETAILS**

Date of birth [ ] [ ] [ ] DD/MM/YYYY

Place of birth __________________________

Town __________________________

Country __________________________

**PROOF OF IDENTITY**

All applicants must provide two proof of identity documents from the following list:

- Full birth certificate
- Current passport
- Current driver’s licence
- Australian Citizenship Certificate
- Australian visa
- Australian Government ImmiCard
- Proof of age card/identity from any Australian state or territory
- National Identification card from any country

(If you cannot provide two of the documents listed, please contact the QCT for advice.)

**OTHER NAMES**

If you have ever been known by, or are currently known by, any name other than the one in which you are applying for permission to teach, you must provide documents that verify all name changes, such as:

- Marriage certificate
- Decree nisi if different surnames are included
- Deed poll
- Statutory declaration confirming name change
- Official name change certificate

(If you are or have been known by a name for which an official name change has not been made, you will need to provide a statutory declaration clearly stating the name by which you are or have been known.)

Attach CERTIFIED COPIES of your ‘proof of identity’ documents and any required change of name documents.
C  APPLICANT CONTACT DETAILS

Street / PO Box

Suburb / Town

Country

Email

Mobile phone

Work phone

State

Postcode

D  TEACHER REGISTRATION BACKGROUND

Have you ever applied for teacher registration in Queensland? Yes No

Have you ever been granted teacher registration in Queensland? Yes No

If ‘Yes’, previous registration number (if known)

Have you ever applied for permission to teach in Queensland? Yes No

Have you ever been granted permission to teach in Queensland? Yes No

If ‘Yes’, previous permission to teach number (if known)

E  EEO DETAILS

Equal Employment Opportunity (EEO) data is collected voluntarily from applicants for statistical purposes only.

- I am an Aboriginal or Torres Strait Islander
- I have a disability
- I am from a non-English speaking background
- My first language is
- I do not wish to provide this information

F  STUDIES TOWARDS A TEACHER EDUCATION QUALIFICATION

Are you currently studying a preservice teacher education program? Yes No

If ‘Yes’, please provide details.

<table>
<thead>
<tr>
<th>Name of program</th>
<th>Name of institution</th>
<th>Length of program (full-time equiv.)</th>
<th>Expected completion date</th>
</tr>
</thead>
</table>

If you are currently studying a preservice teacher education program please attach the following:

1. An up-to-date academic record showing the studies you have completed in the program to date, and your current enrolment. A download from the university’s student website is sufficient.

2. A statement from the program coordinator outlining:
   - what units remain to be completed in the program;
   - the approximate date on which final grades are currently expected to be certified; and
   - how many days of supervised teaching practice have been completed.
G  COMPLETED QUALIFICATIONS

Have you completed any higher education, TAFE, or trade qualifications?  
Yes ☐  No ☐

If ‘Yes’, please provide details.

<table>
<thead>
<tr>
<th>Name of qualification</th>
<th>Year completed</th>
<th>Name of institution</th>
<th>State or country</th>
<th>Length of program (full-time equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Attach CERTIFIED COPIES of the graduation testamurs/certificates for the qualifications listed, together with official academic records and official English translations if the documents are in a language other than English. Academic records downloaded from the internet are NOT acceptable.

H  PARTIALLY COMPLETED STUDIES

Have you undertaken any studies that have not led to a completed qualification, other than already listed above?  
Yes ☐  No ☐

If ‘Yes’, please provide details.

<table>
<thead>
<tr>
<th>Name of program</th>
<th>Name of institution</th>
<th>Number of subjects completed</th>
<th>Year last subject undertaken</th>
<th>Total subjects in program</th>
<th>Are you currently enrolled?</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

Attach CERTIFIED COPIES of documentary evidence, including all academic records.

I  RELEVANT EXPERIENCE AND SKILLS

For this section you will need to:

1. ATTACH a brief curriculum vitae.

2. LIST in the space below any experience or roles from your curriculum vitae that are relevant to the position you have been offered, and explain how they would be of benefit in the position.

3. ATTACH certified copies of documentary evidence confirming the experience you have listed as relevant, such as statements of service or written professional references.

Relevant experience or roles:
**SUITABILITY TO TEACH**

The QCT must be satisfied that you are suitable to teach. The factors that the QCT considers in making this determination are set out in sections 11 and 12 of the *Education (Queensland Colleges of Teachers) Act 2005* (the Act).

You are required to truthfully complete this declaration section and follow the directions carefully.

You must certify on the statutory declaration in section M that the personal information you have provided is correct. Answering ‘Yes’ to any of the questions will not automatically result in refusal of your application. Each application is considered on its individual merits.

Schedule 3 of the Act defines:

- ‘charge’ as ... a charge in any form including, e.g. a charge on an arrest; a notice to appear served under the *Police Powers and Responsibilities Act 2000*, section 382; a complaint under the *Justices Act 1886*; a charge by a court under the *Justices Act 1886*, section 42(1A), or another provision of an Act; an indictment.
- ‘convicted’ as ... found guilty, or having a plea of guilty accepted in a court, whether or not a conviction was recorded.

The following questions are relevant to the QCT’s consideration of your suitability to teach. Read each question carefully before responding. It is an offence under the Act to provide false, incomplete or misleading information or documents to the QCT.

(If there is a change to your criminal history between now and when your permission to teach application is finalised, you must disclose to the QCT the details of the change.)

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever had registration, licensing, classification or eligibility for employment as a teacher or any other entitlement to teach cancelled, suspended or withdrawn in Australia or in any country?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever been refused registration, licensing or classification as a teacher in Australia or in any country for reasons other than insufficient qualifications?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever been subject to a preliminary investigation, or resigned whilst the subject of any proceeding or disciplinary action in respect to your professional conduct, competence, or capacity?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever been, or are you currently, the subject of action in response to allegations concerning incompetence as a teacher, misconduct as a teacher, or fitness to be a teacher, including preliminary investigation, either informal or formal, in any jurisdiction?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever been charged with any criminal offences in any Australian state or territory or in any country?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Have you ever been convicted, whether or not a conviction is recorded, of any criminal offences in any Australian state or territory or in any country?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If you answered ‘yes’ to any questions above, explain the circumstances below. Answering ‘yes’ to any of the questions will not automatically result in a refusal of your application. Your response will be considered when evaluating your application.

If you require more space, attach a separate statutory declaration. Statutory declaration forms are available from the QCT website.
DECLARATIONS (COMPLETE ALL ITEMS IN THIS SECTION)

OVERSEAS RESIDENCY

If you have lived in any country other than Australia for more than 12 months in the last 10 years while over the age of 18, you need to provide a national criminal record from that country. The check needs to cover the whole time you lived in the country, and must be issued by the national police service of the country, not by the local/state/provincial/county police services. The check needs to include screening for working with vulnerable persons.

Have you lived in any country other than Australia for 12 months or more in the last 10 years, while over the age of 18?  
Yes ☐ No ☐

If ‘Yes’, please provide details.

Country 1

<table>
<thead>
<tr>
<th>Name of country</th>
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<tr>
<td></td>
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</tbody>
</table>

Duration of stay

<table>
<thead>
<tr>
<th>/   /</th>
<th>/   /</th>
</tr>
</thead>
</table>

(Insert dates)

to

<table>
<thead>
<tr>
<th>/   /</th>
<th>/   /</th>
</tr>
</thead>
</table>

(Insert dates)

I will attach to my application –

- A certified copy of a national police check that covers the entire time I lived in the country.
- OR
- Evidence of my application for a national record check. 
  plus
- A completed statutory declaration that includes; (i) whether or not I have been charged or convicted of any criminal offence in the country; (ii) the date I applied for the police record check; (iii) that I will post a certified copy to the QCT once I receive the check.

Country 2

<table>
<thead>
<tr>
<th>Name of country</th>
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<tbody>
<tr>
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</tbody>
</table>

Duration of stay

<table>
<thead>
<tr>
<th>/   /</th>
<th>/   /</th>
</tr>
</thead>
</table>

(Insert dates)

to

<table>
<thead>
<tr>
<th>/   /</th>
<th>/   /</th>
</tr>
</thead>
</table>

(Insert dates)

I will attach to my application –

- A certified copy of a national police check that covers the entire time I lived in the country.
- OR
- Evidence of my application for a national record check. 
  plus
- A completed statutory declaration that includes; (i) whether or not I have been charged or convicted of any criminal offence in the country; (ii) the date I applied for the police record check; (iii) that I will post a certified copy to the QCT once I receive the check.

BLUE CARD DETAILS (IF APPLICABLE)

Blue cards are issued by the Public Safety Business Agency (PSBA), and previously the Commission for Children and Young People and Child Guardian, after completion of a Working with Children Check. The QCT is able to rely on the blue card Working with Children Check if you have no criminal history and hold a current blue card. An Exemption Card is not a Blue Card for the purposes of this form.

Please provide the details below as they appear on your blue card.

Given/First name

<table>
<thead>
<tr>
<th>Middle name/s</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Surname / Family name

Card number

<table>
<thead>
<tr>
<th>Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD/MM/YYYY</td>
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</tbody>
</table>

ENGLISH LANGUAGE PROFICIENCY

Under the Act, a person must meet eligibility and professional practice requirements to be eligible for permission to teach.

The Education (Queensland College of Teachers) Regulation 2005 specifies the following as a professional practice requirement:

‘The ability to communicate in spoken and written English at a professional level with students, parents, teachers and other persons’.

Some applicants may be required to provide evidence of English language proficiency before being granted permission to teach.

Full details of the QCT’s English language policy for permission to teach, may be found in the Permission to teach policy on the QCT website at the following page – www.qct.edu.au/registration/other-approval-permission-to-teach.

If you think the English language requirement may be applicable to you, you should contact the QCT for advice and clarification.
Must be signed before a person authorised in your state or country to witness statutory declarations.

I ___________________________________________________________________________________________________________________

Applicant’s name

of _________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

Applicant’s address

do solemnly and sincerely declare that to the best of my knowledge and belief all the information in this application is true and correct and I have read the QCT’s Permission to teach policy.

I give consent to the making of inquiries of, and exchange of information with, authorities of any jurisdiction regarding any matter relevant to this declaration, including employers, government agencies and professional registering authorities.

By submitting this application, I acknowledge that the QCT is authorised to:

• seek information from the Queensland Police Service and other Police Services in Australia for any details of charges, convictions (including findings of guilt or pleas of guilt, whether or not a conviction was recorded) and certain investigative information;
• seek additional information from courts, police and prosecuting authorities;
• refer information to Queensland Police Service to monitor changes in criminal history information.

I have provided this information in the knowledge that a person making a false declaration could be charged with an offence and if convicted, fined or jailed or both.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867.

Declared by ____________________________________________________________________________________________________________ (Signature of applicant)

at ______________________________________________________________________________________________________________________

Place

this ____________________________________________________________________________ day of _____________________________________________________________________________

Day of the month Month Year

before me ____________________________________________________________________________________________________________

Name of witness Status e.g. JP, Solicitor, etc.

signed ______________________________________________________________________________________________________________

Witness’ signature

Address of witness ________________________________________________________________________________________________________

Phone number __________________________________________________________________________________________________________

Registration JP/CommDec number _________________________________________________________________________________________
Application for permission to teach

Employer section

This section is to be completed by the applicant’s prospective employer.

For Department of Education and Training schools, it must be completed by a representative from the relevant Regional Office, not by the school principal.

The Permission to teach policy is available on the QCT website.

ELIGIBILITY FOR PERMISSION TO TEACH

Under section 10 of the Education (Queensland College of Teachers) Act, 2005 (the Act), a person is eligible for permission to teach if the QCT is reasonably satisfied that the person:

- Has been offered a teaching position in a school and the employer cannot find an appropriate registered teacher for the position; and
- Has knowledge, qualifications, skills or training reasonably considered by the QCT to be relevant to the offered position; and
- Is suitable to teach; and
- Meets any other professional practice requirements for permission to teach prescribed under a regulation. (This includes the ability to communicate in spoken and written English at a professional level with students, parents, teachers and other persons.)

A NAME OF APPLICANT FOR PERMISSION TO TEACH

Please provide the full name of the applicant for permission to teach for whom you are completing this section.

Title (Ms, Mr, Mrs, Miss) 
Surname/Family name
Given names 
Date of birth 
DD/MM/YYYY

B ENGLISH LANGUAGE PROFICIENCY OF PROPOSED APPOINTEE

A professional practice requirement for eligibility for permission to teach under the Act is the ability to communicate in spoken and written English at a professional level with students, parents, teachers and other persons. Some applicants may be required to provide evidence of English language proficiency before being granted permission to teach. Details of the QCT’s English language policy for permission to teach, may be found in the Permission to teach policy on the QCT website.
You have offered the applicant a teaching position. Please explain how the position became vacant.

DURATION OF PROPOSED EMPLOYMENT

Proposed commencement date: [ ] [ ] [ ] DD/MM/YYYY
Proposed finish date: [ ] [ ] [ ] DD/MM/YYYY

Is the position full-time? [ ] Yes [ ] No
If ‘No’, please state the number of hours per week.

SUBJECTS FOR WHICH APPROVAL NEED NOT TO BE SOUGHT

Sports coaches, instrumental music instructors, other instructors whose duties relate to co-curricular or extra-curricular programs, or trainers delivering vocational education and training packages that do not constitute an educational program are not considered to be undertaking the duties of a teacher.

The provision of religious instruction in schools in Queensland is not considered to constitute the duties of a teacher unless the subject being taught is based on either the national curriculum developed and administered by the Australian Curriculum, Assessment and Reporting Authority or a syllabus developed, revised or purchased for a senior subject or P-10 subjects by the Queensland Curriculum and Assessment Authority.

FULL DETAILS OF SUBJECTS TO BE TAUGHT

PLEASE NOTE: It is essential that the details provided below are accurate, as they will form the parameters of the permission to teach if the application is successful. Permission to teach is not a form of teacher registration and cannot be used outside the specific time frame and teaching assignment/s for which it is granted.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Year level</th>
<th>Number of lessons per week</th>
</tr>
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<tbody>
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</tbody>
</table>

Please list any specialist skills or knowledge required for the position, and explain why they are important.
Please provide full details of all recruitment strategies, including advertising and system processes, that were used to attempt to find an appropriate registered teacher for the position.

<table>
<thead>
<tr>
<th>Name of publication / website</th>
<th>Date/s on which advertisement/s appeared</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Please provide details of all persons who expressed interest or were contacted about the position, and why each is not taking up the position.

<table>
<thead>
<tr>
<th>Full Name and registration number if known</th>
<th>Qualifications</th>
<th>Full details of reasons they are not taking up the position or were not considered appropriate</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Please attach copies of all applications received. (Please ensure that each applicant is aware that his/her application is being used for the purpose of assessing this application for permission to teach.)
### E  EMPLOYER DETAILS

<table>
<thead>
<tr>
<th>Name of school or institution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal address</td>
<td>Postcode</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Name of principal</td>
<td></td>
</tr>
<tr>
<td>Principal's email</td>
<td></td>
</tr>
<tr>
<td>Principal's mobile number</td>
<td></td>
</tr>
</tbody>
</table>

### F  EMPLOYER DECLARATION

**FOR STATE SCHOOLS**

I confirm that

i. The applicant has been offered the position outlined above.

ii. The Department of Education and Training as the employer is unable to find an appropriate registered teacher for the position.

iii. I am satisfied that the applicant has the relevant knowledge and skills to perform the duties of a teacher in the position.

**Department of Education and Training Regional Office representative -**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of regional office</td>
<td></td>
</tr>
<tr>
<td>Postal address of regional office</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

Signature: ___________________________ Date: ________________

### PRIVACY

Employers need to ensure you have consent for any personal information to be provided in support of this application.

**FOR NON-STATE SCHOOLS**

I ___________________________ (Full name of principal)

confirm that

i. I have offered the applicant the position outlined above.

ii. I am unable to find an appropriate registered teacher for the position.

iii. I am satisfied that the applicant has the relevant knowledge and skills to perform the duties of a teacher in the position.

Signature: ___________________________ Date: ________________

**PRIVACY**

Employers need to ensure you have consent for any personal information to be provided in support of this application.
Your application will **not be assessed** until all the required documentary evidence and fees have been received by the QCT.

The QCT does not accept scanned, emailed or faxed documents.

**PLEASE CHECK THAT YOU HAVE:**

- Completed the Applicant section of the form in full
- Signed the statutory declaration/s in front of a person who is qualified to take statutory declarations
- Attached the relevant documentary evidence required for your application to be processed, such as:
  - Two identity documents, e.g. full birth certificate and current driver’s licence
  - All qualifications
  - Statement from program coordinator, if applicable
  - Curriculum vitae
  - Statements of service and/or references from previous employers, if applicable
  - Overseas police records checks, if applicable
  - Official translation of any document in a language other than English
- Had all the documents certified as accurate copies of the originals **ON EVERY PAGE** by an official such as a Justice of the Peace or person authorised to do so

**PLEASE CHECK THAT YOUR EMPLOYER HAS:**

- Completed the Employer section of the form in full
- Attached:
  - copies of all advertisements for the position if applicable
  - copies of all applications received for the position if applicable

Documents submitted with your application become the property of the QCT.

**FEE**

Details of the **current fee** for an application for permission to teach may be found on the QCT website at qct.edu.au/registration/fees. The fee may be paid by the applicant or the employer. Please indicate who will be paying the fee for this application for permission to teach -

- The fee will be paid by the applicant.
- The fee will be paid by the employer.

The QCT will contact the nominated person after the application for permission to teach has been received, to provide details of how the fee can be paid.

Email address for the QCT to contact regarding payment of the fee: ____________________________

Please send the completed application form and ALL required documentation and fees to:

Queensland College of Teachers
GPO Box 702
Brisbane Qld 4001