



Official NQT Application Form: Position – Casual Tutor
Applicants will not be considered if this form is not completed and submitted

Essential Contact Details

Title		First name:		Surname:	
Email address:					
Home address:					
Full home address (cont'd)				Postcode:	
Home phone number:			Mobile number:		
Were you referred to NQT by an existing tutor?		Y <input type="checkbox"/> N <input type="checkbox"/>		If so, what is their full name?	

Pre-application Questionnaire

	YES	NO
Are you an Australian citizen or have the right to work in Australia?	<input type="checkbox"/>	<input type="checkbox"/>
Have you completed your HSC/VCE/QCE or equivalent year 12/final year study?	<input type="checkbox"/>	<input type="checkbox"/>
What secondary school did you attend?		
<i>School name & suburb</i>		
What subjects did you complete in your HSC/VCE/QCE or equivalent year 12/final year study?		
<i>List Subjects Here; separate by comma</i>		
Are you currently undertaking undergraduate or postgraduate study?	<input type="checkbox"/>	<input type="checkbox"/>
If so, what are you studying and what year of study are you currently in?		
<i>University name & full course name</i>		
Do you hold a valid Australian Driver's Licence?	<input type="checkbox"/>	<input type="checkbox"/>
If so, do you have regular access to a car?	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold any other part-time/casual position(s)?	<input type="checkbox"/>	<input type="checkbox"/>
If so, on average, how many hours per week do you work in this other job? #		
Are you currently available all weekend?	<input type="checkbox"/>	<input type="checkbox"/>
Are you fluent in any other languages other than English?	<input type="checkbox"/>	<input type="checkbox"/>
	If YES, list the languages here:	
	<i>Languages: separated by comma</i>	
Are you a provisional or fully registered teacher with the Victorian Institute of Teachers, NSW Institute of Teachers or Queensland College of Teachers?	<input type="checkbox"/>	<input type="checkbox"/>
If so, what is the name of the course you undertook and what specialisms/teaching methods do you hold?		
<i>Course name & teaching methods/specialisms</i>		

Preferred Work Location(s) – You may selection multiple branches that apply

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Burnside | <input type="checkbox"/> Cranbourne West | <input type="checkbox"/> Preston |
| <input type="checkbox"/> Burwood East | <input type="checkbox"/> Footscray | <input type="checkbox"/> Springvale |
| <input type="checkbox"/> Clayton South | | |

Key Selection Criteria

The Key Selection Criteria (KSC) outline the qualities, knowledge and skills needed to do the job. You will need to write short statements that sell your specific capabilities for each of the criterion. It is important to include specific examples or situations where you have demonstrated the behaviour, knowledge, skills and personal qualities asked for in the KSC.

Writing a good KSC response statement is invaluable in preparing you for the interview stage of the selection process. Now that you have **specific examples** you will be better prepared to answer questions about your ability to do the job. Make sure you check your KSC statement for spelling and grammar.

Criterion 1: Sound communication and interpersonal skills, including well-developed written and oral skills.

(e.g. refer to previous employment / work experience where you demonstrated your communication and interpersonal skills. You may also refer to school based activities and your studies.)

Criterion 2: Capacity to develop constructive relationships with peers and/or staff.

(e.g. think of a situation where teamwork was essential or how you turned a tension in a relationship to something productive)

Criterion 3: Commitment to actively contribute, reflect, evaluate and improve work ethics.

(e.g. think of a time you felt disappointed with a task, what you learned and how you would deal with a similar situation in the future)

Criterion 4: Ability to organise priorities between study, leisure, family and work commitments

Criterion 5: Ability to facilitate the learning of an individual to a task that was originally difficult or confusing to them.

(e.g. Think of a time where you had to teach someone struggling to understand a concept or how to use something in a way they could grasp within their current knowledge)