



date K - 12 | Coeducational | Independent | Nondenominational

Dear

Thank you for your enquiry regarding casual teaching opportunities at Central Coast Grammar School.

For your application to be processed, please ensure you provide the following:

- CV & cover letter
- NESA (NSW Education Standards Authority) Number – 6 numbers
- Working with Children Number & date of birth
- Academic Transcript(s) & Certificate(s) **must have conferred date** (*to be certified by a Justice of the Peace*)
- Anaphylaxis training certificate – *see information below*
- Number of full time equivalent years teaching (casual, part or full time work, please detail calculation)
- Evidence of your COVID-19 Immunisation status from the Australian Immunisation Register
This could be your Immunisation history statement or your COVID-19 digital certificate
- Reviewed/answered the questions below and returned the bottom of this letter

To access Anaphylaxis training: <https://etraining.allergy.org.au/>. To be updated every 2 years.

Return the completed bottom of this letter & associated documents to me by email to: ccgscareers@ccgs.nsw.edu.au, mail, or to Reception. Your details will be added to our casuals' database once all information is received & confirmed. Should the possibility of casual work arise, we may then contact you in due course to arrange a time to meet with you initially.

Yours sincerely,

Melissa Drew
Human Resources Manager

✂-----✂

Name: _____ Email address: _____

Address: _____

Telephone Numbers: Home: _____ Mobile: _____

NESA Number: (6 numbers) _____ Date of birth: _____

Working with Children Check No: _____ WWC expiry: _____

Preferred Area of Teaching: _____

FTE No of years teaching: _____

I am available to teach during 2022 on the following days: (*Please circle days*)

Monday Tuesday Wednesday Thursday Friday