



K - 12 | Coeducational | Independent | Nondenominational

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](mailto: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 2023 on the following days: *(Please circle days)*

Monday                  Tuesday                  Wednesday                  Thursday                  Friday