

Frequently Asked Questions - Casual Teacher Application Process

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Casual Teacher Application Process

What documents do I need to submit if I want to be a casual teacher with SCS?

You will need to have the below documents ready to upload to your application, preferably as a PDF file type.

- **1 x Photo ID** and **evidence of working rights** (typically a passport or birth certificate AND driver's licence. For more options, please click [here](#)).
- Completed & signed **Tax File Number Declaration Form**. You can obtain a copy of the form [here](#).
- An updated copy of your **resume or CV**
- A copy of your **qualifications** (either your official transcripts or conferred testamur).

You will also need to have some personal details ready including your mailing address, banking & superannuation details. You will also be required to provide a [NSW Education Standards \(NESA\) Number](#) and a valid [Working With Children Check number](#) for paid employment. We request this information during the application process as you will be onboarded and cleared to work once you have been placed for work and your application has been finalised.

Additional information you may need to support your application

- For applicants who are not Australian Citizens, you must include a copy of your passport for the purposes of verifying your **working rights in Australia**.
- We will determine your classification for pay purposes based on your NESA accreditation level and in accordance with our [Enterprise Agreement](#). It's important to share any **Statements of Service** to evidence any relevant teaching service to add to your SCS record. If you don't have these on hand you may share these with us after you join us,

however, this may impact your initial classification (and therefore your pay). Should you provide your classification documents within 10 weeks of commencing, you will also be able to receive a back payment for any work you complete during this time.

- For qualifications obtained in languages other than English, please provide evidence of satisfactory test results from an approved **English Language Proficiency Test**.

I have previously worked with Sydney Catholic Schools. Do I need to submit my application with all supporting documentation again?

To maintain an active Sydney Catholic Schools (SCS) Employee ID Number, you will need to work **at least one day within each six month period**. Once the six month period has elapsed, your clearance to be a casual teacher will be withdrawn and your Employee ID Number deactivated.

If you wish to re-register within 12 months of your last day of work, you can send an email to pccservices@syd.catholic.edu.au to request re-registration. Please let us know if any of your details have changed since you last worked with us and send us any Statements of Service you have if you taught outside of SCS during this absence.

If you have not worked with SCS for more than 12 months, you will be required to submit a new application, with the required supporting documentation attached. Please select 'Yes' to previously being employed with SCS.

Do my supporting documents need to be certified?

No. SCS only requires copies of your documents. They do not need to be certified by a Justice of the Peace.

Religion

I am not Catholic, can I still be a casual teacher with SCS?

Yes, you can still be a casual teacher if you are not Catholic. However, it is mandatory for teachers in Primary schools and Religious Education Teachers to be accredited to teach Religious Education.

I do not wish to state my religion in my application. Why is this necessary?

As various teachers need to be accredited to teach RE, in accordance with the [Accreditation Policy to Work, Teach and Lead in Sydney Catholic Schools](#) it is mandatory for you to list your religion in your application so that we may ascertain your eligibility.

Banking / Tax / Superannuation

Where do I submit my bank, tax and superannuation details?

You will need to enter your bank and superannuation details when you complete your casual teacher application.

You will need to attach your completed Tax file number declaration form within your application. To download a copy of the form, visit the ATO website [here](#).

Why was I asked to resubmit my Tax file number declaration form?

You will be asked to resubmit your Tax file number declaration form if you have:

- not responded to a question;
- not provided your Tax File Number (TFN) on the form itself or some digits are missing;
- filled out the form using a pen other than blue/black ink;
- not signed and/or dated the form, or the signatures on the rest of your application do not match your tax declaration form.

Why am I being taxed at a higher rate?

Please refer to the Australian Taxation Office (ATO) [website](#) or your Financial Planner/Accountant for information on tax rates and how you complete your tax declaration form as this may impact your earnings and take-home pay. Considerations include, but are not limited to:

- secondary/alternate employment.
- an incorrect Tax file number declaration.

Who needs to complete the Withholding declaration form?

You should complete this declaration if you want:

- your payer to adjust the amount withheld from payments made to you;
- to advise your payer of a change to the information you previously provided in a Tax file number declaration.

The Withholding declaration form can be accessed [here](#).

NESA Accreditation

My NESA accreditation status currently is 'Prospective-General' or my NESA membership is listed as 'leave of absence/suspended', will this affect my ability to be a casual teacher with SCS?

Yes, your application cannot progress until you reactivate your NESA membership and/or your accreditation status is approved by NESA.

All SCS teachers are required to be active members of NESA and be currently accredited by NESA in order to be casual teacher with SCS.

Working With Children Check (WWCC)

I have paid the fee and have a receipt. Can I submit my application with the receipt attached?

No. You must enter your WWCC clearance number for *paid employment* (it is a 7 digit number that starts with WWC and ends in E). The receipt does not contain your clearance number.

We do not accept application numbers (starts with APP...) in lieu of your WWCC clearance number.

Statement of Service

Why was I asked to resubmit my Statement of Service? What information does a Statement of Service need to contain?

If we have not accepted your statement of service, or you have been asked to resubmit a Statement of Service, it is likely that the document does not meet the requirements of SCS in accordance with our Enterprise Agreement.

SCS requires all Statement of Service for work outside of Sydney Catholic Schools to be printed on official letterhead and signed, including:

- commencement and termination dates (DD/MM/YYYY) for each position held;
- whether the service was full-time, part-time or casual;
- classification;
- hours worked if casual;
- whether any Leave Without Pay (LWOP) was taken. Where no LWOP has been taken, this must also be stated.

Please note that the Statement of Service is used to correctly classify your rate of pay. If you are unable to evidence your service, SCS will be required to classify you as a Step 1 teacher. Once you are an SCS employee, you may apply for credit for previous teaching service.

I have worked in various public schools. Do I need to get a Statement of Service from each

school?

If you have worked in public schools in NSW you will be able to obtain a Record of Employment from the NSW Department of Education for your service as a teacher in all of the public schools in the state.

I have worked in a different industry prior to teaching. Can I still request for this professional work to be included in my classification?

Unfortunately, the current [Enterprise Agreement](#) (EA) does not recognise any service other than teaching for classification purposes.

I have taught overseas, do I need to include Statements of Service for my teaching service completed overseas?

Yes, please ensure all statements of service include the necessary information listed above.

Students

I am still studying and am unable to include a copy of my final transcript. What should I do?

You will need to contact your Student Centre to obtain an official copy of your most recent academic transcript. This must list the name of the course you are enrolled in, the units you have completed and your grades, and list the units you are currently enrolled in, in chronological order.

Will you accept a copy of my online report - Academic results instead of my transcript?

No. We require official academic transcripts from your University. We do not accept online reports or online printouts of your results summary in lieu of your official academic transcript.

Can I submit my online transcript if I am enrolled in a Bachelor or Postgraduate degree but have decided to exit the course with a Certificate or Diploma instead?

No. You must submit an official academic transcript that clearly lists the course you are completing and the subsequent units you have completed towards this course. If you submit an online transcript that states you are enrolled in a Bachelor's degree and have completed X no. of units, we will accept this document as evidence of you being enrolled in a Bachelor's degree.

Additional Questions

It will take approximately 4-8 weeks for my previous employer to issue a Statement of Service. Do I need to wait until I receive this before I submit my application?

Your application will be assessed based only on your submitted documents. It is important

that you acknowledge that this may impact your rate of pay. Once you have the statements of service you can request to be reclassified.

If you don't have these on hand you may share these with us after you commence employment, however, this may impact your initial classification (and therefore your pay). Should you provide your classification documents within 10 weeks of commencing, you will also be able to receive a back payment for any work you complete during this time in accordance with our Enterprise Agreement. SCS employees have up to 12 months from commencing employment to apply for credit for service.

I want to teach Religious Education, what are the next steps?

Further information regarding the RE Accreditation process can be obtained from either viewing the [Religious Education Accreditation](#) site or by emailing all relevant inquiries to ree.accreditation@syd.catholic.edu.au.

I am qualified to teach in a Secondary school but want to teach in a Primary school. Is this possible?

Yes, however, it is up to the discretion of the Principal that engages you.

A school is willing to offer me work if I have my Employee ID number. What can I do to get this number quickly?

SCS can only fast track applications for casual teaching if our Talent team or one of our school Principals has requested for you to be onboarded. .

Please ensure you have submitted your casual teacher application, with all required supporting documents.

Once you have done so, please inform the school and ask them to submit a 'Request to Fast Track an Application' form via the People & Culture Services Portal or have them call our office on 9568 8297.

How long does it take to get my Employee ID number?

The processing of an application can take 24 - 48 hours once being fast tracked, however, this period could increase during high volume periods such as the beginning and end of the school term or year.

We encourage prospective casual teachers to continue to look for work so that our Principals can then fast track your application.

What teaching roles are in demand right now?

Please view advertised positions on the [SCS website](#) to ascertain which roles are in demand right now.

If you need further assistance you can contact People & Culture Services via email at pcservices@syd.catholic.edu.au or 9568 8297.