

SECTION D – DECLARATION

Are you currently classified an AST Teacher? Yes No

If yes, which school awarded AST Status? _____

Transfer of Long Service Leave Documentation completed? Yes No N/A
(If there is previous continuous service interstate or in a systemic school)

I declare that the information provided in this document is true and correct

Applicant's signature: _____ Date: ___/___/___

Please return completed form to school Principal/bursar/payroll staff.

The remainder of this form will be completed by the school.

SECTION E – VERIFICATION OF SALARY DETERMINATION

An excel [calculator](#) is also available on CESA Online (Docushare) to assist with this calculation.

Qualifications (total years) _____ Commencement Level Step: _____

Teaching experience years: _____ Teaching experience days: _____

Salary Step _____ Annual Salary: \$_____ per annum as at ___/___/___

Number of teaching days until incremental progressions: _____

SECTION F – AUTHORISATION

- I have sighted evidence of qualifications and experience, and I am satisfied with the details provided by the applicant.
- Has this employee been teaching for less than 3 years? Yes No

If yes, this form **must** be forwarded to Administrator – Leadership and Workforce Development (peter.hales@cesa.catholic.edu.au) upon completion.

Principal/delegate signature: _____ Date: ___/___/___