

APPLICATION FOR SALARY DETERMINATION

Please use this form when a teacher commences employment at a new SA Catholic school

SECTION A – PERSONAL DETAILS							
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Employee Name:							
Date of Birth:/ SA Teachers Registration Board Number:							
School Name:							
Email address:							
Year commenced teaching: Year commenced teaching within CESA:							
Previous Catholic School name (If applicable):							
SECTION B – TEACHING QUALIFICATIONS							
TERTIARY QUALIFICATIONS OBTAINED	Length of qualification (full-time years)	DATE COMPLETED	INSTITUTE ATTENDED				
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SECTION C	- TEACHING	EXPERIENCE					

Teachers are required to list all teaching experience for which credit for salary purpose is claimed. This includes all experience including relief work (TRT) within Australia and overseas in which a teaching degree was a requirement. **Do not include periods of leave without pay**. All employees should obtain a Statement of Service from their previous employers to confirm details of their service.

SCHOOL Include Name, Level	PERIOD OF TEACHING – EXCLUDING UNPAID LEAVE (State, DAY, MONTH AND YEAR)				GRADES/SUBJECTS TAUGHT
	From	То	FTE	Relief Days	
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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 <u>calculator</u> 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:						
CECTION E AUTHORICATION						
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:/						