

Documentation required with your application

Documents must be certified copies of the originals. Certification can be done by the police, a Justice of the Peace or solicitor. Ensure you take your original documents and copies of those documents for certification. **Two copies of your application and associated documentation are required.**

Note: If you are unable to provide all the required documentation by the closing date for applications attach a note identifying the documentation still to be provided. The missing documentation can be provided if you are short listed from the interview.

Academic Qualifications

- Degree Diploma / Certificate
- Complete Official Transcript*

* Please note: If the major subject(s) are not indicated on certificates and/or transcripts, provide a letter from the awarding institution indicating the major subject(s) completed.

Teacher Training Qualifications

- Diploma / Certificate
- Complete Official Transcript*

* Please note: If the following is not indicated on certificates and/or transcripts, provide a letter from the awarding institution indicating:

- the length and attendance mode of the program. (i.e. full-time/ part-time)
- the number of weeks of teaching practice
- whether the award is for primary and/or secondary education
- major teaching subject(s), if the teacher training qualification is in secondary education

TESL/TEFL Qualifications (if you have this qualification)

- Diploma / Certificate
- Complete Official Transcript*

* Please note: A letter from the awarding institution is required to confirm the following if not shown on the certificate/official transcript:

- the attendance mode of the program. (i.e. full-time/ part-time)
- length of course (in terms of the number of contact hours)
- number of hours of teaching practice

Teaching Experience

An official record from the schools / educational institutions in which you have taught to certify your teaching experience containing the following information:

1. the dates of employment from each listed school/institution, indicating at least the month and year of starting and finishing employment
2. nature of employment (i.e. whether full-time or part-time);
3. for part-time employment, indicate the fraction of full-time experience (e.g. 0.5 full time equivalent)
4. age and levels / grades of students taught.
5. *If your employment is/was at secondary school level or in a language school* the official record of service should include evidence of a least one years English teaching experience

Teacher Registration

- Proof of teacher registration (if available)

Passport and documentation confirming any name change

- the details page of your passport (page which includes your name, passport number etc)
- a recent photograph
- if your named has changed (through marriage for example) provide documentation which confirms the name change (for example birth certificate)