

APPLICATION FORM C INFORMATION GUIDE

INFORMATION ABOUT MAKING AN APPLICATION FOR AUTHORISATION TO EMPLOY AN UNREGISTERED PERSON

Application

An employer may apply to the Teacher Registration Board of the Northern Territory (the Board) for authorisation to employ an unregistered person as a teacher under the provisions of the *Teacher Registration (Northern Territory) Act* (the Act).

The application must be:

- made in the approved form and include certain details;
- accompanied by the documents required by the approved form; and
- accompanied by the prescribed fee.

Who should complete FORM C?

FORM C is in two parts: **Part A** should be completed by the employer, usually a Principal, and **Part B** should be completed by the prospective employee.

An employer may apply for an authorisation only if all other options reasonably available to the employer have been administered to recruit a registered teacher OR if the employer is applying for an authority to employ a VET trainer.

An employer may apply for an authorisation to employ, if the person:

- does not hold the prescribed qualifications for registration;
- is not disqualified from registration or teaching under an authorisation by the Board; and,
- is not suspended from registration or authorisation

To grant authorisation, the Board must be satisfied the unregistered person:

- is a fit and proper person to teach as decided under section 32 of the Act;
- is competent to teach each subject at the level specified;
- meets the specifications of one of the categories outlined in the Authority to employ an unregistered person to teach policy;
- will be appropriately supervised to ensure necessary learning outcomes for students;
- the person has complied with the any imposed conditions on previous authorisations; and
- the person/position being filled aligns with one of the categories in the Authority to teach policy.

All responsibility in relation to authorisation to employ an unregistered person to teach lies with the Principal.

Application processing and assessment

The TRB office makes every effort to ensure that applications are processed expeditiously, it may take longer to process an application if:

- the application is incomplete;
- additional resources are needed to assess the application;
- the application is submitted during the peak recruitment periods; or
- qualifications are from overseas

If the application is successful, the employer will be granted authority to employ the unregistered person as a teacher for a specified period not exceeding a calendar year.

The Board may seek further information

To decide whether the unregistered person satisfies the requirements for authorisation, the Board may:

- (a) with the permission of the unregistered person – seek information about the unregistered person from a referee for the unregistered person; and
- (b) consider any information given by the referee.

In addition, the Board may require the applicant to provide further information it considers necessary to inform its decision.

Decision of the Board

After considering a complete application for authorisation, the Board must either:

- (a) grant the authorisation; or
- (b) refuse to grant it.

If the authorisation is granted, it is subject to:

- (a) a condition that the authorised person complies with the requirements of the Professional Development Framework; and
- (b) any other conditions that Board considers appropriate.

Notice of decision

If the Board grants the authorisation, the employer and the unregistered teacher will be given written notice of the decision specifying the following:

- (a) the period of authorisation, not exceeding one calendar year;
- (b) the school at which the unregistered person is authorised to teach;
- (c) each subject/s and level at which the unregistered person is authorised to teach; and,
- (d) any conditions imposed on the authorisation.

If the Board refuses to grant the authorisation, the Board will:

- (a) give the employer and unregistered person written notice of the decision; and
- (b) return all documents given to the Board for the application

If the Board grants an authorisation in relation to a calendar year, **there is no right of renewal of the authorisation for a subsequent year and a new application must be made.**

Notification requirements

An employer who has been granted an authorisation that is in effect must notify the Board if:

- (a) the person who has been authorised to teach has resigned or otherwise ceases working for the employer; or
- (b) there is any change to the employment details or teaching arrangements in relation to the authorised person that were provided in the application for authorisation

Notifications to the Board must be submitted using [Notification of Variation of Authorisation Form](#). If you are a person authorised to teach you are legally required under the *Teacher Registration (Northern Territory) Act 2004* (the Act) to notify the Board of certain changes in your circumstances. For more information visit: <https://www.trb.nt.gov.au/teacher-notification-obligations>

GUIDE TO COMPLETING APPLICATION FORM C (PARTS A AND B)

To enable the Board to properly consider the application and keep accurate records, both the employer and the prospective employee must complete all sections of the Application FORM C.

All documents supplied in support of the application must be the original or a certified copy of the original.

PART A – TO BE COMPLETED BY THE EMPLOYER

1. EMPLOYER DETAILS

Please provide the name of the applicant/employer (Principal), employing sector, name and address of school at which the unregistered person will teach if authorisation is granted and employer's contact details.

2. CATEGORY OF AUTHORISATION

Please indicate the category of authorisation you are applying for.

Category 1 and 2 applications must include a statement outlining the reason why the prospective employee is best suited for the position, rather than a registered teacher.

Category 3, Category 4 or Category 5 applications must include the information outlined below:

Category 3: Teach for Australia Associate

Employers for applicants in this category must provide:

- A statement outlining the reason why the prospective employee is best suited for the position, rather than a registered teacher.
- Evidence that associates are teaching subjects in which they are trained. This includes a detailed teaching timetable inclusive of scheduled mentor meetings, university study, release for lesson preparation and teaching load
- Mentoring suitability statement and arrangements
- Statement outlining orientation arrangements and support structures to monitor Associates competence and wellbeing
- A detailed overview of the employers orientation/induction program including information provided to Associates

Applicants in this category must provide:

- Evidence of completion of the Initial Intensive Program
- Written verification that the Associate is enrolled in the Teach For Australia program

Category 4: Pre-Service Teacher

Employers for applicants in this category must provide:

- A statement outlining the reason why the prospective employee is best suited for the position, rather than a registered teacher.

Applicants in this category must provide:

- Evidence of satisfactory academic progress (demonstrating a maximum of two (2) units left to complete which are not professional experience units)
- A copy of the final practicum report
- A written recommendation from the Head of School (or their delegate) outlining the good standing of the pre-service teacher, confirming completion of practical experience and units remaining for completion of study

Category 5: Vocational Education Training (VET) Trainers

Applicants in this category must provide:

- Evidence that the person has the appropriate Training and Assessment Certificate IV
- Evidence that the person has the vocational competence (a trade or skills at, or above the level) that is required to deliver the program
- Evidence of industry currency (i.e. statement of employment or employer references)
- Ability to provide an up to date resume listing their current work history

3. DETAILS OF SCHOOL APPOINTMENT IN THE NORTHERN TERRITORY

Please provide the name and qualifications of the prospective employee, whether the person is to teach full-time or part-time (and, if part-time, the time fraction of the appointment/teaching allotment), and the period of time of the proposed employment.

Where an unregistered person is to be employed under authorisation at more than one school, a new, complete application must be submitted by the employer at the subsequent school/s.

The Board must be notified, without delay, of any change to the employment details in relation to the authorised person. [Notification of Variation of Authorisation Form](#)

4. DETAILS OF TEACHING POSITION

Please provide details of the teaching position, including the subjects/program that will be taught, the year level/stage of schooling to be taught, the key duties of the position, the reason for applying for authorisation and the statement of suitability of the person for the position.

The Board will only grant an authorisation for a teaching position. Leadership positions will not be considered.

The Board must be notified, without delay, of any change to the **teaching arrangements** in relation to the authorised person. [Notification of Variation of Authorisation Form.](#)

5. STATEMENT OF SUPERVISION ARRANGEMENTS

All authorised persons must be supervised by a teacher who holds Full Registration (no exceptions). This is inclusive of graduate Teach for Australia Associates.

The employer must provide comprehensive details of the employment and supervision arrangements that will be in place to and safeguard children and young people and their learning outcomes. The below information must be provided:

- the name, TRB number and position of the prospective employee's fully registered mentor
- the supervisory and mentoring arrangements – e.g., frequency of meetings between mentor and employee
- the areas of work the mentor will be responsible for overseeing
- the class or classes the unregistered employee will be teaching
- how provision will be made for children with special needs
- the physical environment in which the employee will be teaching and indicate the proximity of the mentor and other support staff
- how and when the employee will be informed of legal obligations and how fulfilment of these will be monitored
- the strategies to be employed to encourage professional learning.

The Statement of Supervision is binding and the Board must be approached for approval of any changes to the circumstances under which the unregistered person is being employed through the [Notification of Variation of Authorisation Form](#).

6. STATUTORY DECLARATION BY EMPLOYER

Please read the Statutory Declaration carefully. Your signature on the Statutory Declaration **must** be witnessed by a person over the age of 18 years.

7. PAYMENT OPTIONS FOR APPLICANTS

Authorisation fees are for one calendar year – 1 January to 31 December. There is no pro-rata rate for part year. Payment covers one authorised person for one calendar year.

- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- For applications lodged from overseas, payments must be made in Australian dollars.
- The Board cannot accept cash and does not have EFTPOS facilities but it can accept VISA, MasterCard, money orders and bank cheques.
- Personal cheques are not recommended and, if submitted, will take longer to process.
- The application fee is **non-refundable**.

Please note that fees are subject to increase annually as of 1 July in line with the Consumer Price Index as set by the Territory Revenue Office in accordance with the *Revenue Unit Act 2009* (Cth).

PART B – TO BE COMPLETED BY THE APPLICANT

1. PERSONAL DETAILS

Please ensure you provide:

- personal details including all previous names.
- e-mail address (as this is the preferred mode of communication)

If you have previously applied for registration (or an employer has applied for authorisation to employ you as a teacher) with the Board, please indicate here and provide your NT registration number (if known). You may not need to provide all required documentary evidence if you have been previously registered or granted authorisation by the Board.

All applicants must provide evidence of their birth name and current name.

Evidence of birth name includes a certified copy of a **birth certificate** or **extract of birth certificate**. A baptismal certificate is not acceptable.

Evidence of current name must include photo ID, for example a certified copy of a current passport, Australian driver's licence, current NT Working with Children Clearance (Ochre Card) or any other official licence.

Applicants who have changed their name are required to provide evidence of all previous names and name changes.

Documentary evidence of all previous names and name changes if changed legally (officially) includes marriage certificate, decree nisi, deed poll, change of name document.

For assumed names (i.e., where not changed legally or officially), a Statutory Declaration explaining the date the name was assumed must be provided.

Applicants with identity documents in a language other than English are required to provide an official translation into English.

Translations into English must be prepared and certified as correct by an official translation service or an accredited translator.

Privacy statement

The personal information you provide on the application form is required by the Act.

The personal information you provide will be used to:

- assess your eligibility for authorisation;
- give effect to the statutory functions and administration of the TRB.

If you do not provide the Board with the personal information requested on the application form, we will not be able to process your application.

Information received through these processes will be stored in secure files at the office of the Board. This information will be used as permitted under the Act and any other related legislation.

The information you have provided in this application may be disclosed where necessary for the Board to perform its functions.

2. QUALIFICATIONS

All prospective employees must provide the Board with their **final academic transcript/s** (original documents or certified copies for all qualifications awarded).

***Refer to the end of this guide for information on how to have documents certified.**

A **final academic transcript** is an official statement from the institution at which you studied which shows the units you attempted **for a qualification**, the level and the grade or pass mark achieved for each unit **and** a statement indicating the completion **of the qualification**. A final academic transcript can be obtained from the institution at which you studied.

If prospective employees have an initial teacher qualification, please provide evidence of completion of any supervised practice teaching days in a school. In some instances this information will appear on the final academic transcript, in which case additional evidence is not required.

If you are required to provide evidence of supervised practice teaching days and your final academic transcript does not indicate how many days you completed as part of your qualification, the Board will accept:

- (a) an original **official letter** from the University, on University letterhead;
- (b) a copy of the relevant page of the University **handbook**; or
- (c) the link to the relevant page of the University **website**.

Applicants with academic transcripts and documents *in a language other than English* must supply certified photocopies of both the **original [untranslated]** documents and **official English translation**.

[Translation of documents](#) into English must be prepared and certified as correct by an official translation service or an accredited translator. Australian translation services can be viewed on our website.

3. PROFESSIONAL EXPERIENCE AND CURRENCY OF PRACTICE

The unregistered person may be required to provide additional information to verify their professional experience and currency of practice.

This could include, but is not limited to:

- a record of service or statement of service
- a letter of recommendation
- current resume

A **letter of good standing** is a statement that a teacher is held in good stead in a particular jurisdiction.

A **record of service, statement of service or statement of employment** is an official document on the employer's letterhead which indicates your period of service with the employer (including your employment status – full-time, part-time, permanent, and casual – and start and finish dates).

4. COMPETENCE TO TEACH

For prospective employees who are experienced teachers, this section needs to be completed by your current principal (or delegate), your former principal (or delegate) or line manager (who holds teacher registration) in Australia or New Zealand only.

The Board will accept this section of the form by e-mail or post from the principal if necessary (e.g., if you have moved to the Territory, you can contact your former school and ask them to submit this section of the form to the Board by e-mail or post).

5. PROFESSIONAL DEVELOPMENT REQUIREMENTS

Section 42 of the Act provides that if an authorisation is granted it is subject to the condition that the authorised person to whom it has been granted, comply with the requirements of the Professional Development Framework approved by the Board.

If you are applying for a repeat authorisation, **you must provide evidence that you have met the requirements of the Professional Development Framework**, which is **20 hours for one calendar year** (or commensurate with the period of authorisation for that year) **of relevant professional development activities**, by submitting a Professional Development Log aligned to the Australian Professional Standards for Teachers.

6. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

Unregistered persons who are to be employed under an authorisation must demonstrate English language proficiency with one exception: if the unregistered person is to teach a language other than English under an authorisation, the Board may be satisfied the person is competent to teach despite not being proficient in the English language.

The English language proficiency assessment is not required where the prospective employee has been awarded a degree or diploma (or higher qualification) following the completion of studies undertaken in English at a higher education institution in Australia, Canada, Ireland, New Zealand, the United Kingdom or United States of America.

If you have completed your qualifications in another country (other than those listed above), it is a requirement that you have undertaken and passed one of the Board approved English language proficiency tests within the last two years. Please indicate the score you achieved in each part of the test and the Overall Band Score (if applicable).

<https://www.trb.nt.gov.au/registration/eligibility-registration/english-proficiency>

If applicable, please attach a certified copy of your most recent assessment.

7. CRIMINAL HISTORY CHECK REQUIREMENT

The Board is unable to process your application until the results of a Criminal History Check has been received.

The results of a **Criminal History Check** are an official record issued by the law enforcement authority of a particular jurisdiction which details any convictions and findings of guilt (releasable history) recorded against your name.

SAFE NT – Working With Children Clearance/National Police Check

All applicants must arrange for the Board to be provided with the results of a current National Police Check and a current Northern Territory Working with Children Clearance (WWCC) also called an Ochre Card, issued by SAFE NT. If you are an overseas applicant please contact us to find out how to apply for the above.

*A Current police check means the issue date is not more than three months prior to the date when your application for teacher registration was lodged.

*A valid Northern Territory WWCC means it has not expired or been revoked or cancelled.

If you do not hold a current SAFE NT Working with Children Clearance/National Police Check:

Please apply to SAFE NT for a WWCC, as a National Police check is conducted as part of the WWCC process, it is recommended that you provide your permission to SAFE NT to release your National Police check results directly to the Board when you apply for the WWCC by:

- Online application – tick the box to **'Notify the Teachers Registration Board'** and confirm your consent
- Hard copy application – sign the 'Teachers only' release under Section D.

To apply go to the [SAFE NT website](#)

If you have a current WWCC or a National Police Certificate that was issued more than three months prior to the date of lodging your teacher registration application, you must apply to SAFE NT for a current National Police Check.

The specified purpose of the check must be for 'Employment' as a 'Teacher'.

If the purpose of the check is not correctly specified the check will not be accepted for teacher registration in the Northern Territory.

Once your **National Police Certificate** has been issued please post either the original or a certified hard copy to the Board.

To apply go to the [SAFE NT website](#)

Overseas Criminal History Checks

Since attaining the age of 18 years, if you have lived overseas you must provide a criminal history clearance from any jurisdiction/country in which you have lived for 12 months or more in the last 10 years. **Overseas police checks must cover the applicant's entire period of residency in all applicable countries.**

Please click [here](#) to apply for an overseas criminal history check from overseas countries. The Board receives the results from these checks directly from the provider.

Or

Please visit the [Department of Immigration and Citizenship](#) website for information on the process for sourcing the required criminal history checks from overseas countries:

Please provide evidence of your application for an overseas criminal history check if you are unable to supply the results of the check at the time of application and if you anticipate delays.

8. DECLARATIONS

Please read each question carefully and answer truthfully. If you are unsure about the information you are required to disclose, please see [Registration Information](#) on our website – **the guide for applicants for registration applies equally to applicants for authorisation to be employed.**

If you answer "Yes" to any question you must provide full details in a letter marked "Confidential" and addressed to the Director. You are encouraged to seek independent legal advice, particularly in relation to spent convictions.

Answering "Yes" to any of the questions will not automatically result in your application being rejected. Each application is considered on its merits.

9. PERMISSION TO RELEASE INFORMATION

The TRB may make inquiries or exchange information with any teacher registration authority, employer or relevant institution concerning your authorisation to teach or other matters related to your authorisation.

Any release of information will be strictly within the confidentiality provisions of the *Teacher Registration (Northern Territory) Act* and the *Information Act*.

10. STATUTORY DECLARATION

Please read the Statutory Declaration carefully. Your signature on the Statutory Declaration **must** be witnessed by a person over the age of 18 years.

Please note that a person making a false statement in a statutory declaration may be committing a criminal offence under the *Oaths, Affidavits and Declarations Act*. Penalties apply.

11. AUSTRALIAN CITIZENSHIP/RESIDENCY/WORK VISA REQUIREMENT

Answering questions in this section is optional. The information is gathered for statistical purposes only and the answers you supply will not affect the outcome of your application.

PROVIDING FALSE OR MISLEADING STATEMENTS

Section 73A of the *Teacher Registration (Northern Territory) Act 2004* (the Act) provides that a person in connection with an application for registration or in providing information or giving evidence under this Act must not:

- make a statement knowing it to be false or misleading; or
- omit any matter knowing that without that matter the information is misleading.

Maximum penalty: 100 penalty units.

PROVIDING DOCUMENTARY EVIDENCE

Please see below for the documentary evidence required to accompany your application.

All documents you supply to support your application must be the original or a certified copy of the original. Photocopies or scanned copies are not acceptable.

ISSUE	DOCUMENTARY EVIDENCE	MUST BE SUPPLIED
Identity of prospective employee and any name changes	Documentary evidence of birth name (e.g., Birth Certificate or extract)	All prospective employees
	Documentary evidence of current name, including photograph (e.g. current passport)	All prospective employees
	Documentary evidence of all previous names and name changes (e.g., marriage certificate, deed poll)	Prospective employees who have changed their name legally (officially)
	Statutory Declaration regarding names assumed and on what dates	Prospective employees who have assumed a new name
	Official translation of documents into English	Prospective employees with ID documents in another language
Qualifications completed by prospective employee	Final academic transcript/s	All prospective employees
	Evidence of the number of supervised practice teaching days you completed as part of your teaching qualification	Prospective employees who have completed a teaching qualification and the number of practicum days is not shown on your final academic transcript.
	Official translation of documents into English	Prospective employees with qualification documents in a language other than English
Professional Experience of Prospective Employee	Evidence of teaching service (statements of service)	Prospective employees with relevant teaching service
	Evidence of good standing as a registered teacher in a country other than Australia or New Zealand	Prospective employees who have taught outside of Australia and New Zealand in a country with a mandatory system of teacher registration
	Evidence of a request for a letter of good standing from an overseas registration authority	Prospective employees who are unable to supply a letter of good standing with the application
	Official translation of documents into English	Prospective employees with documents in a language other than English
English Proficiency of Prospective Employee	English language test results (IELTS, ISLPR or PEAT) undertaken and passed within the last 2 years	Prospective employees whose higher education qualifications are not from Australia, Canada, Ireland, New Zealand, the UK or the USA
Good Character of Prospective Employee	Results of a current criminal history check conducted by the NT Police. NB: "Current" means the results issued within 3 months of the employer lodging the application for authorisation.	All applicants
	Current certified copy of Working with Children (Ochre) Card	
	Overseas criminal history check/s	
	Evidence of having applied for criminal history check/s	Prospective employees who have lived overseas for 12 months or more in the last 10 years or since attaining the age of 18
	Official translation of documents into English	Prospective employees with any documents in a language other than English

Professional Development Requirement	Professional Development Log aligned to the Australian Professional Standards for Teachers, indicative of period of authorisation	Prospective employees who are applying for a repeat authorisation must provide evidence of meeting this condition.
Evidence of enrolment in an approved ITE course – CATEGORY 1 ONLY	Evidence of enrolment in an approved Initial Teacher Education Course; OR Successful Progress indicated by an Academic Transcript in an approved Initial Teacher Education Course	Prospective employees who are applying for a repeat authorisation under CATEGORY 1 may be required provide evidence of meeting this condition
Good Character and/or Competence of Prospective Employee	Letter to the Director, providing full details of the circumstances of the issue	Prospective employees who answered “Yes” to any of the questions in Section 8 (Declarations)

If an application for registration or authorisation has previously been lodged with the Board in relation to the prospective employee, it is suggested you contact the TRB office to determine what documents you need to provide.

HOW TO CERTIFY DOCUMENTS

Only photocopies of documents certified as true copies by a **Justice of the Peace, Commissioner for Oaths, NT Police Officer, Notary Public, or TRBNT staff** are accepted.

She or he must check the original and the copy to see that the original has not been altered and that the copy is an exact copy and then must make the following written statement on every page:

- 'This is a true copy of the original document sighted by me'
- Sign and date the copy
- Print their address, phone number, profession and position
- Stamp with official stamp if the organisation has one
- Include JP number if applicable

Your application will not be processed unless copies of all documents are correctly certified.

LODGING YOUR APPLICATION

HOW TO COMPLETE THE PROCESS:

Step 1: Print completed form.

Step 2: Attach all certified copies

Step 3: Lodge complete application with the Board by post or in person

PLEASE MAIL YOUR APPLICATION TO:

Teacher Registration Board of the Northern Territory

GPO Box 1675

Darwin NT 0801

AUSTRALIA

OR YOU MAY LODGE YOUR APPLICATION IN PERSON TO:

Teacher Registration Board of the Northern Territory

Level 4, 22 Harry Chan Avenue, Darwin 0800

Emailed applications will not be processed.

Incomplete applications will not be processed.

Electronic signatures are not accepted

The Board is unable to waive requirements for documents.

Inquiries within Australia

Phone: (08) 8944 9388

Toll-free: 1800 110 302

Inquiries outside Australia

Phone: +61 8 8944 938

APPLICATION FORM C – PART A APPLICATION FOR AUTHORISATION TO BE COMPLETED BY EMPLOYER

1. EMPLOYER DETAILS

Name of Principal:			
Employing Sector:			
Name of School / Institution / Cluster / Group:			
School / Institution Address:			
School Telephone:		Email:	

I, as Principal (or Acting Principal), acknowledge my responsibility to provide appropriate supervision and support to the person granted this authorisation. I understand I am accountable for ensuring compliance with any conditions imposed on this Authority to Employ.

Signature:		Date:	
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2. CATEGORY OF AUTHORISATION

The Board considers each application for authorisation on its own merits and on a case-by-case basis. Please indicate the Category of Authorisation for which you are applying:

- Category 1 - A person who does not hold the prescribed qualification**
Applicants in this category are experienced teachers and generally will have completed at least three years of an approved teacher education program.
PLEASE NOTE CATEGORY 1 APPLICANTS: where the application is a repeat authorisation, the unregistered person may be required to provide evidence of enrolment in an initial teacher education course and/or demonstrate satisfactory progress towards the award of the qualification to provide eligibility for teacher registration.
- Category 2 - A person who has specialist knowledge and skills**
Applicants in this category are people who have specific knowledge and skills required for a particular teaching position, most commonly music and language.
- Category 3 - A Teach for Australia Associate**
Applicants in this category are enrolled in the Teach for Australia program and are sought by employers to employ them as an unregistered person in the Northern Territory.
- Category 4 - Pre-service teacher**
Applicants in this category are pre-service teachers who are in their final year (second semester) of an undergraduate study or who are in their final semester of an initial teacher postgraduate program. All Professional Experience as outlined in the course requirements needs to be completed. Applicants can have a maximum of two units of the course to complete.
- Category 5 - Vocational Educational Training (VET) Teacher**
Applicants in this category are VET Trainers who are delivering certificate courses in a school.

PLEASE NOTE that ALL AUTHORISED PERSONS are required to complete at least 20 hours of relevant professional development activities within a calendar year, as outlined in the Professional Development Framework.

3. DETAILS OF SCHOOL APPOINTMENT IN THE NORTHERN TERRITORY

Name of Person being Employed:					
Qualifications of person being employed:					
Proposed Teaching Appointment:		Full-time <input type="checkbox"/>		Part-time - time fraction:	
Proposed Term of Appointment:	Dates	From		To	
	Terms	Term 1	Term 2	Term 3	Term 4
	Year	Entire school year:			

4. DETAILS OF TEACHING POSITION

Subject/s or program to be taught:
Year Level/s to be taught:

Key duties of position (inclusive of professional responsibilities, contextual factors, face to face teaching, including timetables classes, relief classes, VET delivery or supervision, pastoral care sessions and assemblies)
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Reason for applying for authorisation and statement of suitability of prospective employee (must be inclusive of the measures taken to employ a registered person in the first instance, and the reason employing the unregistered person is best suited to the position) This section is not relevant for Category 5.

5. STATEMENT OF SUPERVISION ARRANGEMENTS

Name of Employee	
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Indicate the name, TRB number and position of the person who will be the employee's mentor and indicate the frequency of the planned meetings:

Name of Supervisor		TRB No.	
Position			
Meetings			

Indicate the areas of work that the mentor will be responsible for overseeing:

Programming <input type="checkbox"/>	Behaviour Management <input type="checkbox"/>	Curriculum Delivery <input type="checkbox"/>	Assessment <input type="checkbox"/>
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Identify the class or classes the employee will be teaching, and **explain how provision will be made for children with special needs:**

Describe the physical environment in which the employee will be teaching and **indicate the proximity/accessibility of the mentor and other support staff:**

Outline specifically how and when the employee will be **informed of their legal obligations**, inclusive of how the employer will support the **wellbeing and orientation** of the unregistered person. Also **indicate how and when the fulfilment of these will be monitored:**

Outline the strategies to be employed to assist the employee to meet the requirements of the Professional Development Framework:

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Signature of Principal :		Date
Signature of supervising teacher/mentor:		Date

6. STATUTORY DECLARATION BY EMPLOYER

Declaration by employer - to be witnessed by a person over the age of 18

I declare that I have completed and read Part A of this Initial Application for Authorisation form to employ an unregistered person as a teacher in the Northern Territory and I conscientiously believe that the information I have provided is true in every particular. And I make this solemn declaration by virtue of the *Oaths Act* acknowledging that a person willfully making a false statement in a statutory declaration is liable to a penalty.

Signature of Principal:		Date:
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Name of Witness: (aged over 18)		Phone:	
Signature of Witness:		Date:	

7. PAYMENT OPTIONS FOR APPLICANTS

Please note the following:

- Authorisation is for a calendar year – 1 January to 31 December. There is no pro-rata rate for part year. Payment covers **one** unregistered person for **one** calendar year.
- You must pay the Initial Application Fee of **\$155** before your application can be processed.
- Application fees may be tax deductible depending on your circumstances. Ask your Tax Agent or the Australian Taxation Office.
- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- Personal cheques are not recommended and, if submitted, will take longer to process.
- Please note that fees are subject to increase annually as of 1 July in line with the CPI as set by the Territory Revenue Office in accordance with the Revenue Unit Act 2009.

In the event that the School is not paying for this application, please ensure the employee provides their payment details below. There is no request for payment in Part B.

Name of Employer:													
Name of Prospective Employee:													
Application Fee:		New Application \$155.00						Repeat Application \$101.00					
Payment Total:	\$ _____	for	one (1)	Calendar year									
(RTM 35R999 134131)													
Personal Cheque	<input type="checkbox"/>	Bank Cheque	<input type="checkbox"/>	Money Order	<input type="checkbox"/>	VISA	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>				
Card Number													
Name of Card Holder							Expiry Date						
Signature							Date						

Initial Application for Authorisation: the new application fee applies.

Repeat Application for Authorisation (same terms): a reduced repeat application fee applies if the authorisation is to be on the same terms as the preceding calendar year.

'Same terms' means the same school, teaching position, subjects, levels and supervision arrangements as the preceding year.

Repeat Application for Authorisation (different terms): the new fee applies if the authorisation is to be on different terms as the preceding calendar year.

'Different terms' means different school, teaching position, subjects, levels or supervision arrangements as the previous authorisation.

APPLICATION FORM C – PART B

APPLICATION FOR AUTHORISATION TO BE COMPLETED BY PROSPECTIVE EMPLOYEE

1. PERSONAL DETAILS

Family Name						
Given Names						
Preferred Name (if applicable)						
All Previous Names including given and family names						
Title, e.g. Mr/Mrs/Ms/Miss/Dr		Male	<input type="checkbox"/>		Female	<input type="checkbox"/>

Date of Birth						
Place of Birth	Town		State			

Contact Details and Postal Address






Telephone BH		Telephone		Mobile	
Email					

Street or PO Box						
Suburb		State		Country		Postcode

Have you applied for registration with the Teacher Registration Board of the Northern Territory Previously? TRB Number (if known): _____

Yes




No

		No. of pages attached
	ATTACH a certified photocopy of your birth certificate or extract of birth certificate indicating the name given to you at birth plus the place and date of your birth. A baptismal certificate is not acceptable .	
	ATTACH a certified photocopy of photo identification indicating your current name (e.g., current passport). If you do not have a current passport, then a current Australian driver's licence or other official licence or photo ID card.	
	If applicable, ATTACH certified photocopies of documentary evidence of all previous names and name changes if changed legally (officially). For example, marriage certificate, decree nisi, deed poll, change of name document .	
	If applicable, ATTACH an original Statutory Declaration of the name change and the date of the name change where not legally changed (i.e., all assumed names).	
	If applicable, ATTACH a certified photocopy of official translation into English of any identity documents not in the English language.	

2. QUALIFICATIONS

Please indicate your teaching qualification/s. [Please see below for non-teaching qualifications, including VET Qualifications]



Name of Qualification	Name of Institution	State or Country	Year Completed	Course Length (full-time equiv)

		No. of pages attached
	ATTACH a certified photocopy of your final academic transcript/s for all teaching qualification/s. A final academic transcript includes a statement indicating the completion of the qualification.	
	If applicable, ATTACH a certified photocopy of translation into English of any qualification documents not in English.	
	If applicable, ATTACH a certified copy of your enrolment in; or successful progress towards; an approved Initial Teacher Education course	

Please complete the question below:

How many Supervised Practice Teaching days did you complete in a school as part of your teaching qualification?		Days
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NB: *If you have completed a teaching qualification and your final academic transcript does not indicate how many supervised practice teaching days you completed as part of your qualification, you are required to provide written evidence from the University.*

		No. of pages attached
	If applicable, ATTACH evidence from the University of the number of supervised practice teaching days you completed in a school as part of your teaching qualification. For example, an original official letter from the University on University letterhead, or a copy of the relevant page of the University handbook , or the link to the relevant page of the University website	
	If applicable, ATTACH a certified photocopy of translation into English of any University documents not in English.	



Have you completed any other (non-teaching) tertiary qualifications, for example, undergraduate degree, undergraduate diploma, postgraduate diploma, VET qualification?

Yes

No

If **YES**, please provide details:

Name of Qualification	Name of Institution	State or Country	Year Completed	Course Length (full-time equiv)

		No. of pages attached
	If applicable, ATTACH a certified photocopy of any non-teaching qualification/s. A final academic transcript includes a statement indicating the completion of the qualification.	
	If applicable, ATTACH a certified photocopy of translation into English of any qualification documents not in English.	




3. PROFESSIONAL EXPERIENCE AND CURRENCY OF PRACTICE

Do you have experience as a teacher, educator or trainer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **NO**, go on to Section 4.

If **YES**, please provide the details of all relevant teaching service completed over your entire career.

Position	School/Institution or Employing Authority	State of Country	Full-time or Hours Per Week	Dates From - To	Total No. Of Days
				Total:	

		No. of pages attached
	ATTACH certified evidence of all relevant teaching experience completed over your entire career including official records or statements of service issued by your employer.	
	If applicable, ATTACH a separate page if more space is required - due to extensive teaching experience.	
	If applicable, ATTACH a certified letter of good standing from a relevant overseas teacher regulatory authority or your previous employer, or evidence of having applied for the letter of good standing if you are unable to supply it when lodging your application and you anticipate delays. [See Part B, Section 3 of "Guide to Completing Application Form C" for more information].	

4. COMPETENCE TO TEACH

Do you have experience as a teacher, educator or trainer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **NO** go to Section 5.

If **YES**, the following section is to be completed by your current principal or his/her delegate, your former principal or his/her delegate, or line manager (who holds teacher registration). This person should be prepared to substantiate the reference if contacted.

A copy of the *Australian Professional Standards for Graduate Teachers* is provided on the following page, or visit the TRB website <https://www.trb.nt.gov.au/professional-responsibilities/teaching-practice>

I, _____
(Full name of Principal / Line Manager / Delegate) _____
(Position Held)

of _____
(Name of school or work unit) _____
(Location)

certify that I have supervised _____
(Full name of prospective employee)

between the dates _____ and _____

being a period of _____ years and _____ months and that to the best of my knowledge, information, and belief, he/she is able to teach in accordance with the *Australian Professional Standards for Teachers, at the Graduate Career Stage* being a document that I have read and understand. I understand that I may be contacted by the Teacher Registration Board or its delegates to verify this information.

Signature of Principal / Line Manager / Delegate		E-mail Address	
Date		Telephone (BH)	

AUSTRALIAN PROFESSIONAL STANDARDS FOR GRADUATE TEACHERS

Professional Knowledge	Know students and how they learn	<p>1.1 Physical, social and intellectual development and characteristic of students Demonstrate knowledge and understanding of physical, social and intellectual development and characteristics of students and how these may affect learning</p> <p>1.2 Understand how students learn Demonstrate knowledge and understanding of research into how students learn and the implications for teaching.</p> <p>1.3 Students with diverse linguistic, cultural, religious and socioeconomic backgrounds Demonstrate knowledge of teaching strategies that are responsive to the learning strengths and needs of students from diverse linguistic, cultural, religious and socioeconomic backgrounds</p> <p>1.4 Strategies for teaching Aboriginal and Torres Strait Islander students Demonstrate broad knowledge and understanding of the impact of culture, cultural identity and linguistic background on the education of students from Aboriginal and Torres Strait Islander backgrounds.</p> <p>1.5 Differentiate teaching to meet the specific learning needs of students across the full range of abilities. Demonstrate knowledge and understanding of strategies for differentiating teaching to meet the specific learning needs of students across the full range of abilities.</p> <p>1.6 Strategies to support full participation of students with disability Demonstrate broad knowledge and understanding of legislative requirements and teaching strategies that support participation and learning of students with disability.</p>
	Know the content and how to teach it	<p>2.1 Content and teaching strategies of the teaching area Demonstrate knowledge and understanding of the concepts, substance and structure of the content and teaching strategies of the teaching area.</p> <p>2.2 Content selection and organisation Organise content into an effective learning and teaching sequence</p> <p>2.3 Curriculum, assessment and reporting Use curriculum, assessment and reporting knowledge to design learning sequences and lesson plans.</p> <p>2.4 Understand and respect Aboriginal and Torres Strait Islander people to promote reconciliation between Indigenous and non-Indigenous Australians Demonstrate broad knowledge of, understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages.</p> <p>2.5 Literacy and numeracy strategies Know and understand literacy and numeracy teaching strategies and their application in teaching areas.</p> <p>2.6 Information and Communication Technology (ICT) Implement teaching strategies for using ICT to expand curriculum learning opportunities for students.</p>
Professional Practice	Plan and implement effective teaching and learning	<p>3.1 Establish challenging learning goals Set learning goals that provide achievable challenges for students of varying abilities and characteristics.</p> <p>3.2 Plan, structure and sequence learning programs Plan lesson sequences using knowledge of student learning, content and effective teaching strategies.</p> <p>3.3 Use teaching strategies Include a range of teaching strategies.</p> <p>3.4 Select and use resources Demonstrate knowledge of a range of resources, including ICT, that engage students in their learning.</p> <p>3.5 Use effective classroom communication Demonstrate a range of verbal and non-verbal communication strategies to support student engagement.</p> <p>3.6 Evaluate and improve teaching programs Demonstrate broad knowledge of strategies that can be used to evaluate teaching programs to improve student learning</p> <p>3.7 Engage parents/ carers in the educative process Describe a broad range of strategies for involving parents/carers in the educative process.</p>
	Create and maintain supportive and safe learning environments	<p>4.1 Support student participation Identify strategies to support inclusive student participation and engagement in classroom activities.</p> <p>4.2 Manage classroom activities Demonstrate the capacity to organise classroom activities and provide clear directions</p> <p>4.3 Manage challenging behaviour Demonstrate knowledge of practical approaches to manage challenging behaviour</p> <p>4.4 Maintain student safety Describe strategies that support students' wellbeing and safety working within school and/or system, curriculum and legislative requirements.</p> <p>4.5 Use ICT safely, responsibly and ethically Demonstrate an understanding of the relevant issues and the strategies available to support the safe, responsible and ethical use of ICT in learning and teaching.</p>
	Assess, provide feedback and report on student learning	<p>5.1 Assess student learning Demonstrate understanding of assessment strategies, including informal and formal, diagnostic, formative and summative approaches to assess student learning.</p> <p>5.2 Provide feedback to students on their learning Demonstrate an understanding of the purpose of providing timely and appropriate feedback to students about their learning.</p> <p>5.3 Make consistent and comparable judgements Demonstrate understanding of assessment moderation and its application to support consistent and comparable judgements of student learning.</p> <p>5.4 Interpret student data Demonstrate the capacity to interpret student assessment data to evaluate student learning and modify teaching practice.</p> <p>5.5 Report on student achievement Demonstrate understanding of a range of strategies for reporting to students and parents/carers and the purpose of keeping accurate and reliable records of student achievement.</p>
Professional Engagement	Engage in professional learning	<p>6.1 Identify and plan professional learning needs Demonstrate an understanding of the role of the Australian Professional Standards for Teachers in identifying professional learning needs.</p> <p>6.2 Engage in professional learning and improve practice Understand the relevant and appropriate sources of professional learning for teachers.</p> <p>6.3 Engage with colleagues and improve practice Seek and apply constructive feedback from supervisors and teachers to improve teaching practices.</p> <p>6.4 Apply professional learning and improve student learning Demonstrate an understanding of the rationale for continued professional learning and the implications for improved student learning.</p>
	Engage professionally with colleagues, parents/carers and the community	<p>7.1 Meet professional ethics and responsibilities Understand and apply the key principles described in codes of ethics and conduct for the teaching profession.</p> <p>7.2 Comply with legislative, administrative and organisational requirements Understand the relevant legislative, administrative and organisational policies and processes required for teachers according to school stage.</p> <p>7.3 Engage with the parents/carers Understand strategies for working effectively, sensitively and confidentially with parents/carers.</p> <p>7.4 Engage with professional teaching networks and broader communities Understand the role of external professionals and community representatives in broadening teachers' professional knowledge and practice</p>

5. PROFESSIONAL DEVELOPMENT

Are you applying for a repeat authorisation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **NO**, go on to section 6. If **YES**:

The *Teacher Registration (Northern Territory) Act 2004* (the Act) embeds the requirements that all Northern Territory teachers adhere to the Professional Development Framework to promote and encourage the consistent and continuous professional development of teachers.

For the purpose of Authority to Employ, the Framework requires that, at a minimum:

- All authorised persons are required to complete at least 20 hours of relevant professional development activities within a calendar year period.

		No. of pages attached
	ATTACH a Professional Development Log detailing at least 20 hours professional development activities aligned to the Australian professional Standards for Teachers	

For more information regarding these requirements, please refer to [The Professional Development Framework](#)

6. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

Have you been awarded a degree or diploma (or higher qualification) following the completion of studies undertaken in English at a higher education institution in one of these countries: Australia, Canada, Ireland, New Zealand, the United Kingdom, or the United States of America?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **YES**, go on to Section 7. If **NO**, you must satisfy the Board that you are proficient in the English language.

- The Board requires the results of an English language proficiency test completed in the last two years.
- You must undertake one of the following tests and achieve the relevant minimum required score prior to applying for teacher registration.

English Language Test	Minimum Required Score for Teacher Registration
International English Language Testing System (IELTS) - Academic Format	Overall band score of 7.5 across all four parts of the test provided there is: <ul style="list-style-type: none"> No score below 7 in Reading and Writing No score below 8 in Speaking and Listening
International Second Language Proficiency Ratings (ISLPR) - Professional Registration Test	A score of 4 or higher in each of the macro skills of Listening, Speaking, Reading and Writing.

Please indicate the score you achieved in each part and your Overall Band Score:

Listening		Speaking		Reading		Writing		Overall	
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		No. of pages attached
	ATTACH a certified photocopy of your most recent English language proficiency assessment if applicable.	

7. CRIMINAL HISTORY CHECK REQUIREMENT

SAFE NT – Working With Children Clearance/National Police Check

All applicants must arrange for the Board to be provided with the results of a current National Police Check (NPC) and a current Northern Territory Working with Children Clearance (WWCC) also called an Ochre Card, conducted by SAFE NT. If you are an overseas applicant please contact us to find out how to apply for the above.

***A Current NPC means the issue date is not more than three months prior to the date when your application for teacher registration was lodged.**

***A valid Northern Territory WWCC means it has not expired or been revoked or cancelled.**

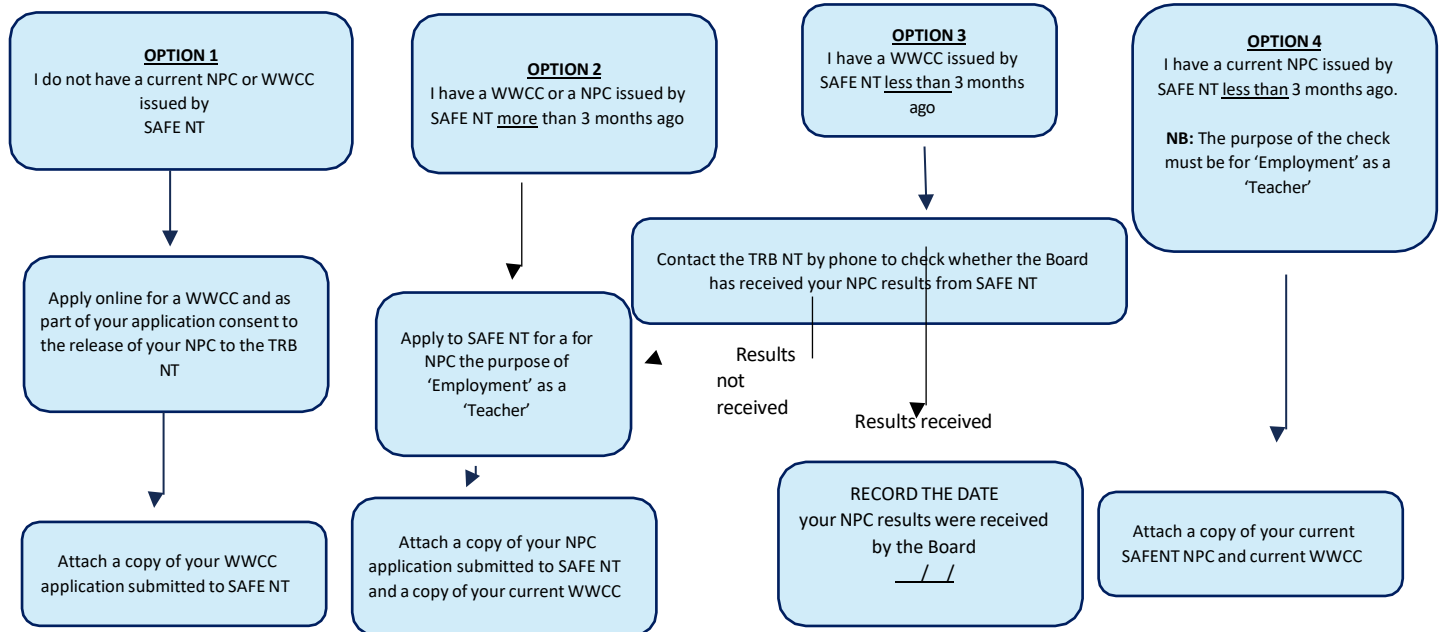
It is mandatory for teachers to hold a Northern Territory WWCC for both employment and for the Teacher Registration Board, as well as a NPC. A NPC is conducted as part of the WWCC process therefore it is recommended that you provide permission to SAFE NT to release your NPC details to the Board when applying for your WWCC by:


- Online application – tick the box to **'Notify the Teachers Registration Board'** and confirm your consent
- Hard copy application – sign the **'Teachers only'** release under Section D

To apply go to the [SAFE NT website](#)

If you have a current WWCC or NPC conducted through SAFE NT that was issued **more than** three months prior to the date of lodging your application, you must apply to SAFE NT for a new NPC. **The specified purpose of the NPC must be for 'Employment' as a 'Teacher'**. If the purpose of the check is not correctly specified the results will not be accepted. In this instance you would be required to reapply for a subsequent National Police Check to satisfy the Board's requirements.

Select the option applicable to you, complete the relevant action and attach the required information.



		No. of pages attached
	ATTACH a copy of your WWCC application or your NPC application or a certified copy of your SAFE NT National Police Certificate and Ochre Card	

Overseas Criminal History Checks

Since attaining the age of 18 years, if you have lived overseas you must provide a criminal history clearance from any jurisdiction/country in which you have lived for 12 months or more in the last 10 years. **Overseas police checks must cover the applicant's entire period of residency in all applicable countries.**

Please click [here](#) to apply for an overseas criminal history check from overseas countries. The Board receives the results from these checks directly from the provider within a couple of weeks.



Or:

Alternatively visit the [Department of Immigration and Citizenship](#) website for information on the process for sourcing the required criminal history checks from overseas countries.

Please provide evidence of your application for an overseas criminal history check if you are unable to supply the results of the check at the time of application and if you anticipate delays.


Overseas countries in which I have lived for 12 months or more in the last 10 years since attaining the age of 18 years	Period of Residence	
	From	To

All overseas criminal history clearances must cover the entire period of residence in the above listed countries.

		No. of pages attached
	ATTACH evidence of having applied for the relevant criminal history check/s (e.g., photocopy of receipt or completed application form). All documents must be in English or officially translated into English.	
	ATTACH a certified photocopy of the criminal history check/s results from any applicable overseas country. Applicants with police clearances in a language other than English must supply certified photocopies of <u>both</u> the original [untranslated] document and official English translation.	

8. DECLARATIONS

1. Have you ever been refused registration, authorisation (Limited Authority to Teach, Permission to Teach or similar), licensing or classification as a teacher in Australia or in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you ever had your registration, authorisation (Limited Authority to Teach, Permission to Teach or similar), licensing or classification as a teacher or any other entitlement to teach cancelled, disqualified, suspended or withdrawn in Australia or any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are there, or have there ever been, any conditions imposed on your registration, authorisation (Limited Authority to Teach, Permission to Teach or similar) as a teacher, either in the Territory or elsewhere?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Have you ever been dismissed or resigned from a teaching position in Australia or in any other country following allegations by your employer of your misconduct or incompetence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. In relation to your employment as a teacher in Australia or in any other country: are you currently, or have you ever been, the subject of disciplinary action (which involves formal notification e.g. a letter) either from an employer and/or from a teacher regulatory authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Have you ever been convicted or found guilty of a notifiable offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Have you ever been charged with a notifiable offence, whether or not you have been found guilty, or are there any charges in relation to any offence pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

		No. of pages attached
	If you answered Yes to any of the above questions, please provide full details addressing the situation in support of your good character. This information may be placed in a sealed envelope marked 'Confidential' and addressed to the Director.	

A notifiable offence means:

- An offence against a law in force in the Northern Territory if the penalty may be imposed on an individual for the offence includes imprisonment for a period of 12 months or more; or
- An offence outside the Northern Territory if the penalty may be imposed on an individual for the offence includes imprisonment for a period of 12 months or more.
- For information on [Teacher notification obligations](https://www.trb.nt.gov.au/teacher-notification-obligations) visit: <https://www.trb.nt.gov.au/teacher-notification-obligations>

9. PERMISSION TO RELEASE INFORMATION

The TRBNT may make inquiries or exchange information with any teacher registration authority, employer or relevant institution concerning your authorisation to teach or other matters related to your authorisation.

Any release of information will be strictly within the confidentiality provisions of the *Teacher Registration (Northern Territory) Act* and the *Information Act 2002*.

- a) I hereby authorise the Teacher Registration Board of the Northern Territory or its delegates to make enquiries, to seek or to exchange information with any teacher registration authority/employer/relevant institution concerning my authorisation to teach or any other matter relating to my authorisation that arises under the Teacher Registration (Northern Territory) Act 2004. Such exchange of information would include the exchange of information pursuant to any reciprocal information sharing agreement made with any other teacher registration authority and the exchange of information with the Screening Authority established under section 196 of the Care and Protection of Children Act 2007.
- b) I give my permission, if relevant, for Batchelor Institute or Charles Darwin University to release my academic records to the Board.
- c) I give permission for my de-identified individual authorisation information to be provided to the Australian Institute of Health and Welfare for the purposes of the Australian Teacher Workforce Data Strategy.

Name of Applicant		Signature of Applicant		Date
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10. STATUTORY DECLARATION - to be witnessed by a person over the age of 18

I, _____
(Full name of applicant)

of _____
(Full residential address of applicant)

do solemnly and sincerely declare that I have completed and read this Initial Application for Authorisation form to be employed as an unregistered person in the Northern Territory and I conscientiously believe that the information I have provided, and the documents I have submitted, are true in every particular. And I make this solemn declaration by virtue of the *Oaths, Affidavits and declarations Act 2010* acknowledging that a person willfully making a false statement in a statutory declaration is liable to a penalty.

Declared by _____
(Signature of Applicant) _____
(Town/Place)

this _____ day of _____, _____
(Date) (Month) (Year)

before me _____
(Full name of witness)

Signed _____ Phone _____
(Signature of witness) (Business hours telephone of witness)

11. AUSTRALIAN CITIZENSHIP / RESIDENCY / WORK VISA

Answering question in Section 11 is optional. Information is for statistical purposes only.

Are you an Australian citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you identify as being of Aboriginal or Torres Strait Islander descent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you are not an Australian citizen:		
Are you a New Zealand citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold permanent resident status in Australia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you hold a visa to work in Australia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

HOW TO HAVE A DOCUMENT CERTIFIED

Only photocopies of documents certified as true copies by a **Justice of the Peace, Commissioner for Oaths, Public Notary** or **TRBNT staff** are accepted.

She or he must check the original and the copy to see that the original has not been altered and that the copy is an exact copy and then must make the following written statement on every page:

- 'This is a true copy of the original document sighted by me'
- Sign and date the copy
- Print their address, phone number, profession and position
- Stamp with official stamp if the organisation has one
- Include JP number if applicable

Your application will not be processed unless copies of all documents are correctly certified.

PROSPECTIVE EMPLOYEE'S CHECKLIST

This is the prospective employee's checklist – please use it to ensure you have completed all sections of Part B of the application form, but do not include it with your application.

Have you completed Part C of the form in full?	<input type="checkbox"/>
Has your Principal completed Section 4?	<input type="checkbox"/>
Have you completed the Criminal History Check section and applied for the required Criminal History Checks? (Section 7)	<input type="checkbox"/>
Have you completed the Declarations? (Section 8)	<input type="checkbox"/>
Have you signed the Permission to Release Information statement? (Section 9)	<input type="checkbox"/>
Did you sign the Statutory Declaration before a witness aged 18 or over? (Section 10)	<input type="checkbox"/>
Have you attached:	
• documentary evidence of your birth name, date and place of birth?	<input type="checkbox"/>
• documentary evidence of your current name?	<input type="checkbox"/>
• documentary evidence of all previous names and name changes?	<input type="checkbox"/>
• documentary evidence of all academic records as required?	<input type="checkbox"/>
• documentary evidence of teaching service and good standing (if applicable)?	<input type="checkbox"/>
• documentary evidence of professional development as outlined in the PD Framework (if applicable)?	<input type="checkbox"/>
• recent English language proficiency assessment results (if applicable)?	<input type="checkbox"/>
• overseas Criminal History Clearance (if applicable)?	<input type="checkbox"/>
• evidence of having applied for a current criminal history check? (e.g., payment receipt, lodgement receipt, copy of <i>Criminal History Check - Application</i> form, etc.)	<input type="checkbox"/>
• Letter to the Director (if applicable)?	<input type="checkbox"/>
Have you had these documents certified as accurate copies of the originals, on every page, by an authorised person?	<input type="checkbox"/>
Have you or your employer attached the Initial Authorisation Application fee payment?	<input type="checkbox"/>

PLEASE DO NOT SUBMIT YOUR APPLICATION UNTIL ALL SECTION OF THE FORM HAVE BEEN COMPLETED AND ALL REQUIRED DOCUMENTS ARE ATTACHED

Lodging Your Application	
Your application and payment may be mailed to:	Or you may lodge your application in person to:
Teacher Registration Board of the Northern Territory	
GPO Box 1675 Darwin NT 0801	Level 4, 22 Harry Chan Avenue Darwin 0800

We are unable to accept applications lodged by e-mail.

DISCLAIMER The information on this form and its associated guide is subject to change without notice. All care has been taken to ensure that the information is correct. No responsibility will be accepted or taken by the Board for information that may have changed since the time of printing. Up-to-date information and forms are available from the Board's office or [website](http://www.trb.nt.gov.au).