



Education &
Communities

Locating and Applying for a Permanent Teaching Position with the Department of Education and Communities



Locating teaching opportunities with the NSW Department of Education and Communities

Search: DEC Careers

Click on the heading

Careers - NSW Department of Education & Communities

www.dec.nsw.gov.au/about-us/careers-centre

Find a career in education and training. Click to find jobs for teachers, support staff and professional staff.

JobFeed

teach.NSW JobFeed is a weekly service showing newly ...

Current vacancies

Current vacancies. Institute Director, TAFE NSW – Western ...

School careers

teach.NSW - School support roles - JobFeed - ...

[More results from nsw.gov.au »](#)

teach.NSW

Apply to teach - Contact teach.NSW - Future teachers - ...

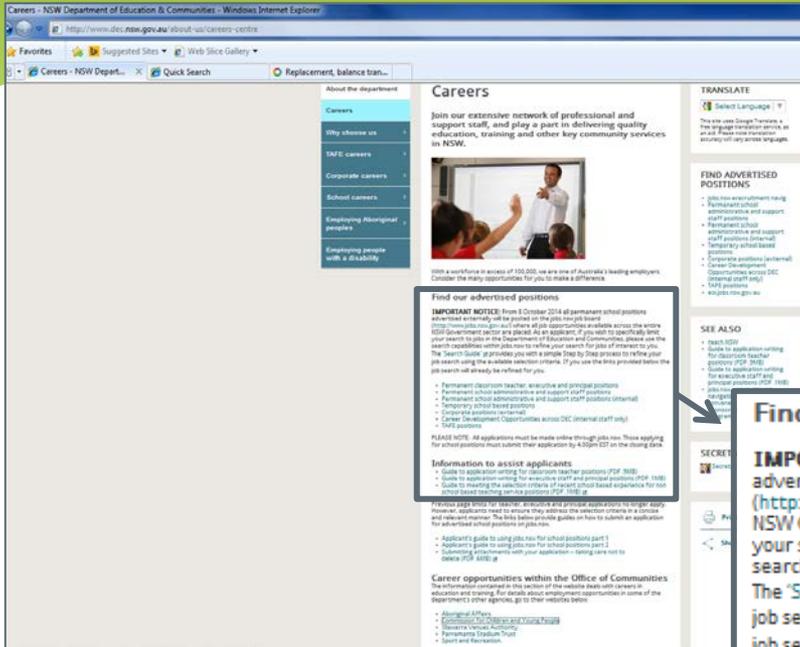
Salaries and allowances

Find out details of teachers' salaries and allowances.

School support roles

If you would love to work in a school but are not a ... School ...

Locating teaching opportunities with the NSW Department of Education and Communities



<http://www.dec.nsw.gov.au/about-us/careers-centre>

Find our advertised positions

IMPORTANT NOTICE: From 8 October 2014 all permanent school positions advertised externally will be posted on the jobs.nsw job board (<http://www.jobs.nsw.gov.au/>) where all job opportunities available across the entire NSW Government sector are placed. As an applicant, if you wish to specifically limit your search to jobs in the Department of Education and Communities, please use the search capabilities within jobs.nsw to refine your search for jobs of interest to you. The "Search Guide" [\[a\]](#) provides you with a simple Step by Step process to refine your job search using the available selection criteria. If you use the links provided below the job search will already be refined for you.

- Permanent classroom teacher, executive and principal positions
- Permanent school administrative and support staff positions
- Permanent school administrative and support staff positions (internal)
- Temporary school based positions
- Corporate positions (external)
- Career Development Opportunities across DEC (internal staff only)
- TAFE positions

PLEASE NOTE: All applications must be made online through jobs.nsw. Those applying for school positions must submit their application by 4.00pm EST on the closing date.

Information to assist applicants

- Guide to application writing for classroom teacher positions (PDF .9MB)
- Guide to application writing for executive staff and principal positions (PDF .1MB)
- Guide to meeting the selection criteria of recent school based experience for non school based teaching service positions (PDF .1MB) [\[a\]](#)

Click here to go to the correct section of jobs.NSW

Supporting information can also be found on this page



The screenshot shows the jobs.nsw website interface. At the top, there is a navigation bar with 'Home > Job Search' and a red banner with 'Welcome. You are not signed in.' and links for 'My Account Options', 'My Job Cart', and 'Sign In'. Below this is a search navigation area with 'Job Search' and 'My Jobpage' tabs, and a sub-menu with 'Quick Search', 'Advanced Search', 'Jobs Matching My Profile', and 'All Jobs'. The main content area is titled 'Quick Search' and contains a 'Search Criteria' section with a text input field and a 'Search' button. Below the search criteria is a 'Search Results (103 jobs found)' section. This section includes a 'Results per page' dropdown set to 50, a 'Sort by' dropdown set to 'Advertised Date (Descending Order)', and a list of job listings. Each listing includes the job title, location, and a 'Job Posting' date. The first listing is 'Head Teacher Administration - Mosman High School' with a job reference number of 000036JE. The second is 'Head Teacher Science - Griffith High School' with a job reference number of 000036JL. The third is 'Deputy Principal Primary K-6 - Oatley West Public School' with a job reference number of 000034BF. The fourth is 'Teacher - Lindfield Public School' with a job reference number of 000036JK. Each listing has an 'Apply' button and a link to 'Add to My Job Cart'. On the right side of the search results, there is a 'Profile' section with a link to 'Access my profile' and an 'Icon legend' section with a link to 'More information'.

Click on the job title for more information about a job that interests you.

Applications for NSW DEC permanent teaching positions can ONLY be made online through jobs.nsw. Applications must be submitted by 4:00pm Eastern Standard Time on the closing date.

Job Description

Teacher – Redville Creek Public School – 0000T111

Location Sydney Region

Advertisement Number A999999999

Number of Positions 1

Total Remuneration Package Remuneration package valued at up to \$100,717.00. Base salary ranges from \$61,061.00 to \$91,071.00, plus leave loading and employer's contribution to superannuation. Base salary rates above the minimum are available depending on experience.

School Name Redville Creek Public School

Principal Network Redville

Staffing Area Redfield

FTE 1.000

Contact Name Josie Tey

Contact Phone number 02 1234 5678

Closing Date 29-Oct-2014, 4:00:00 PM

Job Category Teachers

Organisation Schools

Position Information

Redville Creek Public School has an enrolment of 540 students, including 60 Aboriginal students, and promotes excellence in learning with a strong focus on student wellbeing. Smartboards, laptops and iPads are used in classrooms to enhance student engagement in learning. Catering for gifted students is a school priority. The school has high expectations for success in sporting endeavours, performing arts and other extracurricular activities.

Specific Selection Criteria

Approval to teach K-6 with demonstrated excellence in teaching of literacy and numeracy. Capacity to integrate technology into effective classroom practice. Ability to lead public speaking and debating programs, dance and choir.

[Apply Online](#)

[Add to My Job Cart](#)

[SHARE](#) [f](#) [t](#) [e](#) [...](#)

If you have any questions about the position you should ring the person named here.

The **Position Information** is important as it will help you tailor your application to the needs of the school.

Note the closing date for the position.

Your responses to the **Specific Selection Criteria** are an essential part of your application and are an important factor in determining if you proceed further in the application process.

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Teacher – Redville Creek Public School – 0000T111

Location Sydney Region

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Apply Online

Add to My Job Cart

SHARE    ...

Click to begin the application process (Note: nothing is submitted at this stage)

Remember, you can only apply for NSW DEC permanent teaching positions online through jobs.NSW



jobs.nsw

NSW GOVERNMENT

Home » Job Search

Welcome. You are not signed in. [Sign In](#)

Job Search

[Printable Format](#)

Privacy Agreement

What does this Privacy Statement apply to?

This Privacy Statement applies *in addition* to our general website Privacy Statement whenever you create a personal profile or apply for a NSW government job online.

Who is collecting the personal information you provide to create your profile and apply for a job?

The NSW Department of Premier and Cabinet has engaged a service-provider, Taleo Corporation, to deliver and manage the internet jobs portal for NSW Government agencies. The personal information you provide via the jobs portal on this website is therefore collected by our contract provider on behalf of the NSW Department of Premier and Cabinet under a contract for service.

New South Wales law requires that personal information provided by job applicants through this website be handled by the Department, and other NSW Government agencies to which it may be disclosed, in accordance with the privacy obligations set out in the [NSW Privacy & Personal Information Protection Act 1998](#) and the [Health Records and Information Privacy Act 2002](#) (the Acts).

As our service provider operates internationally, and stores personal information outside of Australia, it is also subject to different privacy laws. For further information about other privacy obligations that may apply to our service provider, and its privacy management practices, please click [here](#) (www.taleo.com) to see that organisation's privacy statement.

To proceed, you must accept the privacy agreement.



Home » Job Search

Welcome. You are not signed in.

[Job Search](#)

Login

Login to your profile. Not registered yet? Click "New User".

Mandatory fields are marked with an asterisk.

Note: If you share a computer or are using a computer that is publicly available to others (for example, in a library or internet cafe), always remember to Sign Out before leaving to protect your privacy.

*User Name (Hint: Please do not include any spaces)

*Password (Hint: Case sensitive 8 - 32 characters long, must contain 1 letter and 1 number)

[Forgot your username?](#)

[Forgot your password?](#)

Login

New User

Anything with an asterisks is mandatory and must be completed.





Home » [Job Search](#)

Welcome. You are not signed in.

[Job Search](#)

New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

Note: Your password should be 6 to 32 characters long, must contain at least 1 alphabet and 1 numeric character. You cannot use more than two consecutive characters and it should not correspond to your First name, Last name, email address or username. Usernames can not contain blank spaces.

*Username

*Password

*Re-enter Password

Email Address

Re-enter Email Address

Your application has 9 steps

Summary of the steps

To submit your online application on jobs.nsw, after you have registered or logged-in, there are 9 steps to complete.

Ensure you allow enough time to complete the application before the closing date and time.

- Step 1:** Personal Details
- Step 2:** Education
- Step 3:** Work Experience
- Step 4:** Diversity Information
- Step 5:** References
- Step 6:** Application Form
- Step 7:** Supporting Documents
- Step 8:** Disclaimer
- Step 9:** Summary



Your application has 9 steps

Step 1 Personal Details

Applying for: [Teacher – Redville Creek Public School \(Job Reference Number: 0000T111\)](#) Step 1 out of 9

Personal Education Work Experience Diversity Information References Application Form Support Docume

Personal Details

Mandatory fields are marked with an asterisk.*

Please enter all relevant personal information in the fields below.

Are you currently employed by the NSW Government?

Please tick the NSW Government Employee box below if you are currently a:

- NSW Government Ongoing Employee
- NSW Government Temporary/Term Employee
- NSW Teacher

Note: You do not need to tick this box if you are a contractor employed through a recruitment agency.

Tick the box if you are a current NSW government employee

Which Principal Department are you employed in?

If "Other" please enter the agency below

What is your current Classification / grade?

*Title

*First Name *Last Name

Remember, any field with an asterisks is mandatory and must be completed.



Your application has 9 steps

Step 2 Education

Applying for: Teacher – Redville Creek Public School (Job Reference Number: 0000T111)

Step 2 out of 9 | [Print/Email](#)



Save and Continue Save as Draft Quit

Education

List the educational experiences below, starting with the most recent

Education 1

Name of Qualification

(eg. B Ed, Cert IV In Business Administration etc)

Education Level

Not Specified

Institution

(eg. University, College, School etc)

Date of completion

Month Year

(or anticipated completion date if current)

Please select your relevant program from the list below or type it in.

Course

 [Select](#)

[Remove Education](#)

[Add Education](#)

Save and Continue Save as Draft Quit

Adding education entries

To create an additional entry, click 'Add Education' and enter relevant information.

Removing education entries

To remove an entry, click 'Remove Education' in the section to be removed.

Reordering education entries

To reorder education entries, click "Move Up" or "Move Down" next to each entry until the relevant education reaches the desired position.

Add details of your tertiary teaching or relevant qualifications. There is no need to add your school qualification (eg HSC).

Your most recent qualification should be listed first.

Your application has 9 steps

Step 3

Work Experience

Applying for: [Teacher – Redville Creek Public School \(Job Reference Number: 0000T111\)](#) Step 3 out of 9 | [Print](#)/[Email](#)

[Application](#) | [Work Experience](#) | [Diversity Information](#) | [References](#) | [Application Form](#) | [Supporting Documents](#) | [Disclaimer](#) | [Summary](#)

[Save and Continue](#) | [Save as Draft](#) | [Quit](#)

Work Experience

List the work experiences below, starting with the most recent.

Work Experience 1

Current Job

Employer: _____ Position Title: _____

School/Organisation Name: _____

Start Date: [Select Date](#) End Date: [Select Date](#)

Responsibilities / Achievements

[Remove Work Experience](#)

[Add Work Experience](#)

[Save and Continue](#) | [Save as Draft](#) | [Quit](#)

Adding work experience entries
To create an additional entry, click 'Add Work Experience' and enter relevant information.

Removing work experience entries
To remove an entry, click 'Remove Work Experience' in the section to be removed.

Reordering work experience entries
To reorder work experience entries, click "Move Up" or "Move Down" next to each entry until the relevant work experience reaches the desired position.

Add a summary of your responsibilities or achievements here. This can be a good place to include things you'd like the panel to know but may not be relevant to the specific selection criteria. Be brief.

Your most recent work experience should be listed first.

Only list teaching related work experience.

Note: this is NOT where you address the selection criteria.



Your application has 9 steps

Step 3

Work Experience

Examples of responsibilities and achievements

- Year 3 classroom teacher
- effectively used the literacy, numeracy and Best Start continuums to assess and monitor student progress and inform teaching and learning
- coordinated and conducted senior choirs and collaborated with other schools in combined choirs
- coached and umpired PSSA boys' and girls' soccer teams
- established and maintained a class blog
- catered for students with learning difficulties and a student with a severe visual impairment.

Taught Preliminary and HSC chemistry and biology, Years 7-10 Science classes including selective, GAT, mainstream and support-unit classes.

Computer Coordinator
Junior and Senior Netball Coach
Member of the Literacy and Numeracy Committees
Environmental Club Coordinator

- Taught the full range of PDHPE Stage 4, 5 and 6, PASS, Community and Family Studies, Sport, Lifestyle and Recreation as well as Years 7-10 Science.
- Coached various school, zone and knockout teams.
- Hold a Level 1 coaching certificate in athletics.
- Contributed to faculty and school teams including the Science Curriculum Team, Literacy and Numeracy Team, HSC Success Tutoring Program and Duke of Edinburgh.



Your application has 9 steps

Step 4 Diversity Information

At each stage of the on-line application process there is the option to Save as Draft, which will allow you to come back later and continue from the point at which you saved. You don't have to fill everything in all at once.

Even after you've submitted your application you can amend it without having to submit a new one, right up until 4:00 PM on the closing date. The selection panel does not see any of the applications until after 4:00 PM on the closing date.

Applying for: **Teacher – Redville Creek Public School (Job Reference Number: 0000T111)** Step 4 out of 9 | [Print/Email](#)

Work Experience | Diversity Information | References | Application Form | Supporting Documents | Disclaimer | Summary

Save and Continue | **Save as Draft** | Quit

Diversity Information

Diversity

Please provide the information requested in the fields below regarding diversity.

1. Are you male or female?
2. Are you an Aboriginal or Torres Strait Islander?
3. What language did you first speak as a child?
4. Are you a person with a disability?
5. If yes, do you require an adjustment to be made at work?
6. Are you from a racial, ethnic or ethno-religious group which is a minority in Australian society?

Save and Continue | Save as Draft | Quit



Your application has 9 steps

Step 5 References

For permanent DEC employees, your current Principal must be the first referee. External applicants should include your current or most recent supervisor as a referee. If you have completed a substantial period of temporary teaching at a school, it may be possible to have the Principal as referee.

You will need THREE referees.

Applying for: [Teacher – Redville Creek Public School \(Job Reference Number: 0000T111\)](#) Step 5 out of 9 | [Print/Email](#)

[Work Experience](#)
[Diversity Information](#)
References
[Application Form](#)
[Supporting Documents](#)
[Disclaimer](#)
[Summary](#)

[Save and Continue](#)
[Save as Draft](#)
[Quit](#)

References

By providing reference contact information, you are permitting NSW Government to contact your referees. List your references below in the order of contact preference, starting with the most relevant one. References are individuals that are familiar with your work capabilities and your educational training.

Title

First Name Last Name

Email Address Phone Number

Relationship

[Remove Reference](#)

[Add Reference](#)

[Save and Continue](#)
[Save as Draft](#)
[Quit](#)

Adding references
To create a reference, click "Add Reference". A new section including blank fields appears. Enter any relevant information.

Removing references
To remove a reference from the list, identify it, then click "Remove Reference".

Reordering references
To reorder reference entries, click "Move Up" or "Move Down" next to each entry until the relevant reference reaches the desired position.

Your application has 9 steps

Step 6 Application Form

Applying for: **Teacher – Redville Creek Public School (Job Reference Number: 0000T111)** Step 6 out of 9 | [Print/Email](#)

◀
▶

Work Experience

Diversity Information

References

Application Form

Supporting Documents

Disclaimer

Summary

Save and Continue Save as Draft Quit

Application Form

Handy Hint:
Answers to the questions should be composed in a separate document, then copied and pasted to the response field.

Mandatory fields are marked with an asterisk.*

New Job Alert
When you select the checkbox, the system sends an email whenever a new position matching your profile is advertised.

Select the checkbox below to receive a job alert whenever a new role similar to your previous application is advertised.

Send job alerts

How did you hear about this job?

* Source Type
 ▼

* NSW Government Web Site
 ▼

Save and Continue Save as Draft Quit

This section is mandatory.



Your application has 9 steps

Step 7

Supporting Documents

For teacher applications, a cover letter is NOT REQUIRED. Enter 'Teacher Application' in the cover letter field and continue.

Supporting Documents

Cover Letter

Your cover letter should be short and specific, highlighting the main points of why you are applying for the role. It should be no more than two pages in length and include:

- details of the role you are applying for (including the Title)
- a brief introduction
- a summary of relevant skills, qualifications and experience in relation to the role
- short statements in response to the targeted questions if not previously answered in the application

*** Plain Text Cover Letter.** Please ensure you have updated the cover letter with details relevant for this role. If this is a Schools application, enter 'Teacher Application' into the Cover Letter field and continue.

Teacher Application

Attachments

Please attach any files required for this application.

Select the file to attach

Browse...

Attach

Comments about the file

What is "plain text"?
Plain text has no formatting at all (bold, italic, table, etc.).

Tips
You can attach a maximum of 10 files up to 1.5 MB each.

Attaching files
To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach". We recommend where possible you combine any relevant files for a particular application into one document and clearly name the relevant file using the job title and reference number.

Deleting files
We advise that you do not delete any "relevant files" until you know the outcome of your applications.

To delete a file, access My Profile through the My Jobpage tab or [Click here](#)

Your application has 9 steps

Step 7 Supporting Documents

Supporting Documents

Cover Letter

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- a summary of relevant skills, qualifications and experience in relation to the role
- short statements in response to the targeted questions if not previously answered in the application

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Teacher Application

Attachments

Please attach any files required for this application.

Select the file to attach

Browse...

Attach

Comments about the file

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It is not necessary to submit a separate CV as everything is covered in the separate steps of the online application (as below). If you do submit a CV, it's best to make it part of the same document in which you address the selection criteria.

CV	Online application
Personal details	Step 2: Contact Details
Qualifications	Step 5: Academic Qualifications
School Experience	Step 4: Relevant Work History
Referees	Step 7: Referees

Your application has 9 steps

Step 7

Supporting Documents

• short statements in response to the targeted questions if not previously answered in the application

* Plain Text Cover Letter. Please ensure you have updated the cover letter with details relevant for this role. If this is a Schools application, enter 'Teacher Application' into the Cover Letter field and continue.

Teacher Application

Attaching files
To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach". We recommend where possible you combine any relevant files for a particular application into one document and clearly name the relevant file using the job title and reference number.

Deleting files
We advise that you do not delete any "relevant files" until you know the outcome of your applications.

To delete a file, access My Profile through the My Jobpage tab or [Click here](#)

Attachments

Please attach any files required for this application.

Select the file to attach

Comments about the file

Only Files ticked as Relevant will be submitted with THIS job application. Please do not delete any "Relevant Files" until you know the outcome of your job application/s. Deleting "relevant files" before you know the outcome may result in your application not being considered.

Files relevant to THIS application	Official use ONLY	File Name	Date	Comments	Actions
<input type="checkbox"/>	<input type="checkbox"/>	Specific Selection Criteria Position 0000221.docx	18/3/15		
<input type="checkbox"/>	<input type="checkbox"/>	Specific Selection Criteria Position 001309.docx	18/3/15		
<input type="checkbox"/>	<input type="checkbox"/>	Specific Selection Criteria Position 001344.docx	18/3/15	Teacher Main Street Public School	

This is where you attach the Word or PDF document in which you have addressed the selection criteria. It's a good idea to identify the position for which you are applying in the title of the file. You could also add your name.

Note: If you have submitted previous applications, you will see all previous attachments here.

Your application has 9 steps

Step 7

Supporting Documents

• short statements in response to the targeted questions if not previously answered in the application

* Plain Text Cover Letter. Please ensure you have updated the cover letter with details relevant for this role. If this is a Schools application, enter 'Teacher Application' into the Cover Letter field and continue.

Teacher Application

Deleting files
We advise that you do not delete any "relevant files" until you know the outcome of your applications.

Attaching files
To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach". We recommend where possible you combine any relevant files for a particular application into one document and clearly name the relevant file using the job title and reference number.

To delete a file, access My Profile through the My Job page tab or [Click here](#)

Attachments

Please attach any files required for this application.

Select the file to attach

Comments about the file

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Files relevant to THIS application	Official use ONLY	File Name	Date	Comments	Actions
<input type="checkbox"/>	<input type="checkbox"/>	Specific Selection Criteria Position 0000221.docx	18/3/15		
<input type="checkbox"/>	<input type="checkbox"/>	Specific Selection Criteria Position 001309.docx	18/3/15		
<input type="checkbox"/>	<input type="checkbox"/>	Specific Selection Criteria Position 001344.docx	18/3/15	Teacher Main Street Public School	

Tick the box to attach a file from your list (if you have one as part of your profile). Only the files that are ticked will be included.

Note: Do not delete any files that may be attached to other applications as doing so will delete them from those applications, which would be a problem if they are still active. They will not be attached to the current application if they are not ticked.



Your application has 9 steps

Step 8 Disclaimer

Applying for: **Teacher – Redville Creek Public School (Job Reference Number: 0000T111)** Step 8 out of 9 | [Print/Email](#)

[Work Experience](#) [Diversity Information](#) [References](#) [Application Form](#) [Supporting Documents](#) **Disclaimer** [Summary](#)

Disclaimer

Mandatory fields are marked with an asterisk. *

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page.

AGREEMENT TO TERMS AND CONDITIONS OF USE, INCLUDING OUR PRIVACY STATEMENTS IN RELATION TO YOUR PERSONAL INFORMATION

The application you are submitting will be stored in the jobs.nsw system.

The Terms and Conditions of Use of the jobs.nsw websites are set out in full in the footer of jobs.nsw.

If you do not expressly indicate your agreement to those Terms and Conditions of Use at this point in the process, you cannot proceed to submit your job application.

In particular, you must be aware that these websites do not provide binding offers or terms or conditions of employment. Any employment offer that may result from you identifying a potential opportunity and/or submitting information in response thereto is in accordance with the specific terms of that offer and not based in any way on the description of the opportunity on these websites.

I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

*Please enter your full name: _____

*Email Address _____

When these two fields are completed they are your email signature on the application.



Your application has 9 steps

Step 9 Summary

These fields will contain the information you have submitted. It is a chance to check what you have entered. When you are ready to submit your application, click Submit.

Remember, applications for NSW DEC permanent teaching positions can ONLY be made online through jobs.nsw. Applications must be submitted by 4:00pm Eastern Standard Time on the closing date.

Applying for: **Teacher – Redville Creek Public School (Job Reference Number: 0000T111)** Step 9 out of 9 | [Print/Email](#)

[Work Experience](#) | [Diversity Information](#) | [References](#) | [Application Form](#) | [Supporting Documents](#) | [Disclaimer](#) | **Summary**

Summary

This summary displays the information included in the job application form. To modify specific information, click "Edit" next to the relevant section.

Personal Details | [Edit](#)

Education | [Edit](#)

Work Experience | [Edit](#)

Diversity Information | [Edit](#)