FORM C CATEGORY 4: APPLICATION FOR PRESERVICE TEACHERS – PART A

APPLICATION GUIDE

Click here to open the Guide for this form.
Or scan the QR code using your smart device.

1. EMPLOYER DETAILS

Name of Principal		
Employing Sector		
Name of School		
Address		
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**

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

2. DETAILS OF SCHOOL APPOINTMENT IN THE NORTHERN TERRITORY

Name of Preservice Teacher being Employed		
Qualifications		
Time-Fraction		**0.8** ☐
Proposed Term of Appointment	**Dates**	**From** **To**
	or	
	Year	**Entire school year** ☐
Include a timetable of mentor meetings, university study and release for lesson preparation and teaching load		

3. 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, pastoral care sessions and assemblies)

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4. STATEMENT OF SUPERVISION ARRANGEMENTS

Name of preservice teacher	

Indicate the name, TRB number and position of the person who will be the preservice teacher's mentor and indicate the frequency of the planned meetings:		
Name of Mentor		**TRB No.**
Position		
Meeting frequency	Fortnightly ☐ Weekly ☐	

Identify the class or classes the preservice teacher will be teaching, and **explain how provision will be made for children with special needs:**

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

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

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Outline the strategies to be employed to assist the preservice teacher to **meet the requirements of the Professional Development Framework:**

Signature of Principal		Date
Signature of Supervising Mentor		Date

5. 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 a preservice teacher 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

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

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6. PAYMENT OPTIONS FOR APPLICANTS

Note the following:

- Authorisation fees are for one calendar year – 1 January to 31 December. There is no pro-rata rate for part year. Payment covers one preservice teacher for one calendar year.
- You must pay the Initial Application Fee of **$171** 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.
- 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.

In the event that the school is not paying for this application, ensure the preservice teacher provides their payment details below. There is no request for payment in Part B.				
Name of Employer				
Name of Preservice Teacher				
Application Fee		New Application (1 Year) **$171** ☐	New Application (2 Years) **$282** ☐	
Payment Total	$	For Calendar year(s)		
(RTM 35R999 134131)				
Personal Cheque ☐	Bank Cheque ☐	Money Order ☐	VISA ☐	MasterCard ☐
Card Number				
Name of Card Holder			Expiry Date	
Signature			Date	

If you only pay for one year in this application, you will be required to pay a further $111 for the continuation of the Authorisation in the second year.

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APPLICATION FORM CATEGORY 4 PRESERVICE TEACHER – PART B

APPLICATION FOR AUTHORISATION TO BE COMPLETED BY PRESERVICE TEACHER

1. PERSONAL DETAILS

Family Name							
Given Name/s							
Preferred Name (if applicable)							
All Previous Names including given and family names							
Title, e.g. Mr/Mrs/Ms/Miss/Mx/Dr		Male ☐		Female ☐		Other ☐	

Date of Birth		
Place of Birth	Town	State

Contact Details and Postal Address

Telephone		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 ☐

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		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 license or other official license 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

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 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.	

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3. 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 ☐	No ☐

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 three 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: • 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.

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

Listening		Speaking		Reading		Writing		Overall	

		No. of pages attached
📎	**ATTACH** a **certified photocopy** of your most recent English language proficiency assessment if applicable.	

4. SAFE NT – Working With Children Clearance/National Police Certificate

All preservice teachers must arrange for the Board to be provided with a current Northern Territory Working with Children Clearance (WWCC), also called an Ochre Card, and a current National Police Certificate (NPC) issued by SAFE NT. If you are an overseas applicant, contact us to find out how to apply for the above. When applying for the WWCC card, tick the box to **Notify the Teacher Registration Board.** You will then not need to apply for a separate National Police Certificate.

*If you already hold a current NT WWCC, you will only need to apply for a National Police Certificate.

NATIONAL POLICE CERTIFICATE

The Board is unable to process your application until the results of a National Police Certificate has been issued by SAFE NT.

The results of a **National Police Certificate** 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.

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***A Current National Police Certificate 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.**

To apply go to the SAFE NT website

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

		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 certificates must cover the applicant's entire period of residency in all applicable countries.**

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.

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 both the original [untranslated] document and official English translation.	

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5. 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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
5. In relation to your employment, authorisation (Limited Authority to Teach, Permission to Teach or similar), licensing or classification 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 ☐	No ☐
6. Have you **ever** been convicted or found guilty of **a notifiable** offence?	Yes ☐	No ☐
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 ☐	No ☐

		No. of pages attached
📎	If you answered **Yes** to any of the above questions, 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:

a) 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
b) 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 visit: https://www.trb.nt.gov.au/teacher-notification-obligations

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6. 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.

Name	Signature	Date

7. STATUTORY DECLARATION – to be witnessed by a person over the age of 18

I, _____
Full name of applicant

of _____
Full address of applicant

Do solemnly and sincerely declare that I have completed and read this application for Teacher Registration 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. I make this solemn declaration by virtue of the Oaths, Affidavits and Declarations Act 2010Act acknowledging that a person willfully making a false statement in a statutory declaration is liable to a penalty.

Declared by _____ at _____
Signature of applicant *Town/Place*

this _____ day of _____ , _____
Day of month *Month* *Year*

Before me _____
Full name of witness

_____ _____
Signature of witness *Phone*

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8. AUSTRALIAN CITIZENSHIP / RESIDENCY / WORK VISA

Answering questions in this section is optional. Information is for statistical purposes only.

Are you an Australian citizen?	Yes ☐	No ☐
Do you identify as being of Aboriginal or Torres Strait Islander descent?	Yes ☐	No ☐
If you are not an Australian citizen:		
Are you a New Zealand citizen?	Yes ☐	No ☐
Do you hold permanent resident status in Australia?	Yes ☐	No ☐
Do you hold a visa to work in Australia?	Yes ☐	No ☐

HOW TO HAVE A DOCUMENT CERTIFIED

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

They must compare the original document with the copy to confirm that the original has not been altered and that the copy is a true and exact reproduction. They must then write the following 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

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

DO NOT SUBMIT YOUR APPLICATION UNTIL ALL SECTIONS 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 3, 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.

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