

NSW/ACT IEU TEACHER EXCHANGE PROGRAM

APPLICATION FORM

Application must be typed or printed clearly. Please indicate order of preference and strike out any destination you definitely will not consider.

Fee payable with return of application:- Union members - \$60.00 | Non-union members - \$120.00

Please indicate area in order of preference:

United Kingdom Canada International Colorado/USA

CITY LARGE TOWN RURAL

1. Personal Details:

Please attach photograph above

Surname: _____ First Name: _____

Familiar Name (if preferred): _____

Address: _____

Home Phone: _____ Email: _____

Date of Birth: _____ Place of Birth: _____

Nationality: _____ Religious Affiliation (if any): _____

Passport Details - date: _____ place of issue: _____ passport number: _____

Marital Status: _____

2. Family Members:

Name	Relationship	Date of Birth	Occupation	State Whether Accompanying
1.				
2.				
3.				
4.				
5.				

3. Person to be notified in case of emergency:

Name: _____ Relationship: _____

Address: _____

Telephone: _____

Note: Husband and wife teams are almost impossible to match. It is emphasised that where both husband and wife apply for an exchange, the success of one application will not necessarily mean that leave is available for the applicant's spouse.

4. Medical Information:

Do any accompanying family members suffer from any physical disability and/or allergy?

Yes No

If yes, please give details: _____

Are you or any of your accompanying family members receiving medical treatment?

Yes No

If yes, please give details: _____

Professional Details:

5. Tertiary Education

Give name of University attended and details of degree(s) taken. Please provide dates. (Attach copies of awards)

University	Dates	Degree(s)

Give details of other courses attended, dates and duration of course. (Attach copies of awards)

Course	Dates	Duration

6. Experience:

Prior to present appointment (at home and, if applicable, overseas):

Name of Authority or Board	Names & Addresses of Schools	Classes & Subjects Taught	From	To

If space is insufficient, please attached an additional sheet.

7. Present Position

Position: _____

School: _____

Address: _____

School Phone: _____ School Fax: _____

Website/Email Address: _____

Principal: _____ Email: _____

Head of Department: _____

Number of Pupils: _____ Number of Staff: _____

Employing Authority: _____

Commencement Date: _____

Current Teaching Assignment (if primary, please also include your grade experience):

Major Subjects	Subsidiary Subjects	Age Range of Pupils	Examination Standards

Detail the work that the incoming teacher will be required to undertake, if different from your current assignment given above. You could consult with your Principal.

List any additional responsibilities you have in your school.

List additional details of the subjects/age ranges you are prepared and qualified to teach on exchange.

8. Details of employment or other activity during any gaps in your teaching career

9. A copy of your current timetable must be attached together with one sheet outlining the locality, intake and amenities of your school.

10. Date and School Terms for the Proposed Exchange Year (this is important, especially secondary exchanges to Canada:

Commencement and closing date of each term for proposed exchange year:

Term 1	Term 2	Term 3	Term 4

11. Have you applied for an exchange previously?

Yes

No

If yes, please give details.

Note: If you are currently applying for any other teaching position, you are not eligible to apply for a Teacher Exchange.

12. Outside interests and school activities in which you would be prepared to take part:

13. Second Language Fluency: Fluency is to be self-rated by a numerical scale of 0 (none) to 5 (fluently bi-lingual)

	Understanding	Speaking	Reading	Writing	Overall Rating
French					
German					
Other (please specify)					

Is your language ability sufficiently well-developed to instruct courses in the second language?

14. Accommodation and Car Exchanges:

Note: The exchange and related costs of accommodation and cars are personal agreements between the two exchange teachers.

However, once an exchange is accepted by both persons, you are required to each sign a formal agreement covering each person's responsibilities with regard to the exchange of accommodation and car. This includes costs and maintenance.

a) If awarded an exchange, would you be willing to exchange accommodation?

Yes No

If you cannot exchange accommodation, find out the cost locally of renting and add this information to your application. Overseas teachers are unlikely to accept any professional match where accommodation is unsuitable or uncertain.

If yes, do any special conditions apply to the use of your accommodation by the visiting educator? Please give details.

b) Do you live in:

House Apartment/Townhouse Other (please specify)

c) Is your accommodation:

Owned Rented Being Purchased

d) Is your accommodation shared?

Yes No

If yes, please give details:

e) What insurance coverage do you have on house and contents? Have you cover for emergency accommodation costs to be met by the insurance company should the situation arise (ie fire, flood, etc.)?

f) Will your insurance be valid when your house is occupied by the overseas teacher including the emergency accommodation?

g) Distance from your accommodation:

and the nearest shopping centre - km _____

between home and:

a) nearest Primary and Secondary schools:

Primary - km _____

Secondary - km _____

b) Your school - km _____

h) How many persons can be accommodated?

Number of bedrooms	Age for which furnished	Approximate size

i) Other available rooms:

Room	Size

j) Appliances available. Please list:

k) Please attach here an exterior photo of your accommodation and interior photos. When an exchange proposal is made, you should send additional photographs of house, local area, school, together with school prospectus etc to the overseas teacher. You may wish to arrange these photos on A4 sheets and have laser colour copies made (this can produce some rewarding results!).

You may also like to include brief notes on your location, including recreational facilities and nearby places of interest and entertainment; include websites here:

l) Please attach here a plan of the layout of your accommodation.

m) Additional information on amenities, shopping and recreational facilities etc (listing local websites is also a good idea):

n) Have you a car for exchange? *This is negotiable; some exchange cars and some do not.*

Yes No

If yes, please give:

Make of car: _____

Year and model: _____

Automatic/Manual: _____

Passenger capacity: _____

Kilometres/miles already covered: _____ km

Referee:

Please provide the name and other specified details of a past employer/Principal/Head of Department or member of clergy who is prepared to act, if necessary, as a referee in support of your application for Teacher Exchange.

Name of Referee: _____

Capacity in which known: _____

Address: _____

Telephone: _____

Email: _____

Note: A written statement of support may be attached to this application.

Interviews:

It is in your interests that an interview is held so that the IEU can support your application from first hand knowledge.

Please telephone Helen Gregory on 9779 3200 or 1800 467 943, or email helen@ieu.asn.au to make an appointment. During school holidays is often quite convenient.

You may wish to attend an interview and go through your application with us before it is completed. This, of course, is much easier for those applicants from the Sydney metropolitan area.

17. Principal's Statement:

This section is to be read and completed by the School Principal and then forwarded to the IEU with the teacher's application.

Name of Applicant: _____

Name of School: _____

Name of Principal: _____

Email: _____

For a successful exchange experience, an exchange teacher must possess many special attributes. Some of these are:-

- * to be appropriately motivated
- * to have sound knowledge of their subject field
- * to be able to work with colleagues
- * to be able to adhere to established policies/procedures
- * to be adaptable to changed living/working conditions
- * to be resourceful/self-reliant
- * to be able to exercise tact/diplomacy

17.1 Do you consider the applicant suitable for Overseas Teacher Exchange?

Yes No

17.2 Do you support this application for exchange in the nominated year?

Yes No

17.3 If your answer is in the affirmative, what specific supportive and/or qualifying comments would you like to make?

17.4 In endorsing this application, we ask that you:-

1. Read the application so that your teacher can then discuss with you any possible variations in timetabling or teaching role which may apply to an exchange teacher.
2. Provide a reference.
3. Indicate below whether you are prepared to accept an exchange outside the Australian school year, ie -

Mid July to June (Canadian/UK school year)

Yes No

4. Accept the following conditions relating to sick leave:

"Exchange teachers are entitled to their current sick leave and accumulated leave should they need it and would continue to be paid as usual by the employing authority.

Replacement teacher costs would be met by the host authority for fifteen (15) days). The employing authority is liable for the salary costs of providing a replacement teacher for leave in excess of fifteen (15) days."

Note: For your information, the IEU has a formal agreement with each overseas authority which includes the above arrangement.

5. Accept the following conditions relating to breakdown of exchange:

In the event of a teacher requiring long-term sick leave, the continuing status of the exchange will be determined by the partners and the host and employing authority in consultation with both teachers.

In the event of a teacher failing to complete the exchange period on valid compassionate grounds supported by the school authority concerned, and depending upon the negotiation between the partners mentioned above, both teachers concerned may be required to return to their employing authorities at a mutually convenient time and take over their classes.

In the event that a teacher wishes to return home on other than compassionate grounds, or is required to vacate the exchange position, having demonstrated professional incompetence, the exchange partner will be given the choice of remaining in the exchange position, in which case, the original agreement as to the exchange of accommodation will remain in force. The returning teacher would be on leave without pay and the teacher's home school would be required to finance a replacement teacher in the overseas school for the remainder of the exchange period.

Principal's Signature

Date

PRIVACY NOTICE

The information contained in the application is being obtained for the purpose of participation in the exchange program and will be used for matching and informing exchange counterparts. Other persons or bodies that may be provided with this information include overseas exchange coordination authorities, prospective exchange counterparts and their principals. If applicants are successful in securing an exchange placement, contact details will be provided to other exchanges and coordinating bodies which assist in preparing exchanges for their experience, such as the NSW Exchange Teachers League. Provision of this information is voluntary and will be stored securely. Please correct any information provided by contacting the IEU Teacher Exchange Program on 9779 3200, or fax 9261 8850 or email at helen@ieu.asn.au

To the Principal/Headmaster:

Australian educators going on exchange to another country become unofficial ambassadors for their profession, their employers, their state and their country. Referees are asked to use their best professional judgment in appraising the suitability of an applicant for exchange. The IEU relies heavily on the judgment of referees in making decisions about the appropriateness of an applicant.

The criteria you apply should be both personal and professional. Applicants are advised that a year on exchange is never a solution to professional or personal problems. If you are not fully familiar with the applicant's history, please consult with professional colleagues (previous principal, coordinator etc) who could provide a more comprehensive appraisal.

Please return the completed reference form to the applicant for inclusion with his or her completed application. Please contact the IEU office should you require further information or an alternate submission process. Thank you!

Exchange Program Reference

Applicant Name: _____

Applicant characteristics

Descriptor	Superior	Excellent	Average	Below Average
PROFESSIONAL PERFORMANCE IN THEIR FIELD:				
Success in effective teaching				
Professionalism as an educator				
Involvement in professional activities outside school hours				
Ability to work with students and gain respect				
Planning and organisational skills				
Classroom and learning management skills				
General contribution to the college				
Currency of educational curriculum and pedagogy				
Use of innovation/technology in the educational process				
PROFESSIONALLY RELATED PERSONAL QUALITIES:				
Ability to earn respect of colleagues				
Tolerance of divergent views				
Positive outlook and attitude				
Positive professional presentation and appropriate social conduct				
Proven communication skills				
Resourcefulness and initiative				
Community involvement				
GENERAL SUITABILITY FOR EXCHANGE:				
Flexibility and adaptability to needs of groups and individuals				
Capacity to represent school and its educational practice				
General physical and emotional fitness for exchange				
Cultural/communication adaptability				

Additional Comments:

Referee name:		Position:	
Referee email:		Referee phone number:	
Referee signature:		Date:	

18. Approval of Employing Authority (if applicable):

This application for Teacher Exchange is approved by the undermentioned employing authority. The employing authority is prepared to accept in this teacher's place, an exchange teacher approved by the School Principal and this employing authority under the system agreed upon by the NSW/ACT Independent Education Union and the relevant overseas authority.

Name of Employing Authority: _____

Signature (Director or designate): _____

Title: _____

Date: _____

Note: If the employing authority has any restrictions or regulations regarding overseas teachers, they must be noted in an attached letter.

Applicant's Declaration of Interest:

If granted an exchange, I:

1. Agree to teach in the position made available for the full period of the exchange, and agree to return to my former position at the end of the exchange period unless alternative arrangements have been made in writing.
2. Accept the conditions relating to the Breakdown of Exchange as outlined in 18.4 (5).
3. Agree to exchange accommodation or make arrangements for accommodation suited to the needs of my exchange teacher.

Signature: _____

Date: _____

In signing this document, teachers and employers committing to the exchange acknowledge that to the extent commitments are made and legal relations created, those commitments are between the parties to the exchange and not the NSW/ACT IEU which simply acts as a facilitator to the exchange.