

Teacher Application – Attachment Checklist

Mandatory Documents

Graduate: You have less than 12 months teaching experience, including pre-service teachers

General: You have more than 12 months teaching experience

	Australian Citizen Graduate	Australian Citizen General	Overseas Applicant Graduate	Overseas Applicant General
Resume	✓	✓	✓	✓
QCT (Queensland College of Teachers Registration) (<i>*N/A for pre-service teachers</i>)	✓*	✓	✓	✓
Formal Qualification/s (completed testamur/award/certificate) (<i>*N/A for pre-service teachers</i>)	✓*	✓	✓	✓
Official academic transcript	✓	✓	✓	✓
Unofficial academic transcript	✓		✓	
Practicum reports (<i>for graduates and pre-service teachers</i>)	✓		✓	

Please note:

1. When submitting your application, ensure all mandatory documents are uploaded to your application. Failure to do so may result in a delay in processing your application.
2. For a pre-service teacher [Queensland College of Teachers registration](#) is not mandatory at time of application; however, we advise that you apply for QCT in the last semester of your studies.
3. All offers of employment are conditional upon the Department of Education (DoE) completing employment screening, verifying your eligibility for employment including possession of required qualifications and QCT registration.
4. **You are not eligible for employment in a Queensland state school until the Department of Education has provided you with written confirmation.**



Identity Verification Documents

The documents listed below will only be requested of new applicants for the purposes of confirming identity. If these documents are required you will be contacted by the Teacher Recruitment Team via email and will be provided with instructions and a link to securely upload the relevant files.

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General: You have more than 12 months teaching experience

	Australian Citizen Graduate	Australian Citizen General	Overseas Applicant Graduate	Overseas Applicant General
Birth certificate, Citizenship Certificate or Passport	✓	✓		
Passport			✓	✓
Visa			✓	✓
Marriage/Change of Name Certificate <i>(*if applicable)</i>	✓*	✓*	✓*	✓*

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