

FACULTY OF SOCIAL SCIENCES

Casual Academic Teaching Employee Application Form

This form is for those interested in casual tutoring or demonstrating in a subject offered by the Faculty of Social Sciences. Please send the completed form to finance-socialsciences@uow.edu.au.

Personal Details

Title	<input type="text"/>	First Name	<input type="text"/>	Surname	<input type="text"/>
Employee Number (if applicable)	<input type="text"/>	Student Number (if applicable)	<input type="text"/>		
Address	<input type="text"/>			Telephone	<input type="text"/>
Email Address	<input type="text"/>				
Are you an Aboriginal or Torres Strait Islander	<input type="radio"/> Yes <input type="radio"/> No				
Citizenship	<input type="text"/>	Country of Birth	<input type="text"/>		
Visa Type (if applicable)	<input type="text"/>				
Please provide supporting documentation.					

Qualifications

Degree Information

Year Completed	Degree Title	Specialisation	University
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you currently undertaking further study? Yes No
If yes, please provide details.

Note: Please provide certified copies of your academic transcripts with this application.

Employment Details

Please attach Curriculum Vitae (CV)

Tutoring/Teaching Experience

Please attach additional pages if required.



Employment Details (cont'd)

Are you currently tutoring at UOW? If yes, please provide details.

Research Experience

Please attach additional pages if required.

Referees

Please provide two referees

Name:	<input type="text"/>	Name:	<input type="text"/>
Position:	<input type="text"/>	Position:	<input type="text"/>
Contact Phone:	<input type="text"/>	Contact Phone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

Tutoring Preferences

- | | |
|---|--|
| <input type="checkbox"/> School of Education | <input type="checkbox"/> School of Health and Society |
| <input type="checkbox"/> School of Psychology | <input type="checkbox"/> Department of Geography and Sustainable Communities |

Preferred Locations

- | | | |
|-------------------------------------|--|---|
| <input type="checkbox"/> Wollongong | <input type="checkbox"/> Shoalhaven | <input type="checkbox"/> Batemans Bay |
| <input type="checkbox"/> Bega | <input type="checkbox"/> Southern Sydney | <input type="checkbox"/> Southern Highlands |

Subject Areas

Education

- | | | |
|--|--|---|
| <input type="checkbox"/> Primary Education | <input type="checkbox"/> PHE | <input type="checkbox"/> English |
| <input type="checkbox"/> Secondary Education | <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Modern Languages |
| <input type="checkbox"/> Early Years Education | <input type="checkbox"/> ICT | <input type="checkbox"/> Curriculum & Pedagogy |
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> Dance | <input type="checkbox"/> Educational Leadership |
| <input type="checkbox"/> Language & Literacy | <input type="checkbox"/> Music | <input type="checkbox"/> Special Education |
| <input type="checkbox"/> Mathematics/Numeracy | <input type="checkbox"/> Drama | <input type="checkbox"/> TESOL |
| <input type="checkbox"/> HSIE | <input type="checkbox"/> Society & Culture | <input type="checkbox"/> Aboriginal Education |
| <input type="checkbox"/> Science & Technology | <input type="checkbox"/> History | <input type="checkbox"/> Behaviour Management |
| | | <input type="checkbox"/> Educational Research |

Health and Society

- | | | |
|---|--|--|
| <input type="checkbox"/> Social and Public Policy | <input type="checkbox"/> Social Marketing | <input type="checkbox"/> Practice with children and families |
| <input type="checkbox"/> Public and Population Health | <input type="checkbox"/> Social Determinants of Health | <input type="checkbox"/> Practice with Aboriginal people |
| <input type="checkbox"/> Workplace Health and Safety | <input type="checkbox"/> Community Engagement | <input type="checkbox"/> Diversity |
| <input type="checkbox"/> Social Work | <input type="checkbox"/> Health Promotion | <input type="checkbox"/> Counselling and therapy |
| <input type="checkbox"/> Community work, program evaluation | <input type="checkbox"/> Criminology | |
| | <input type="checkbox"/> Practice in mental health | |

Psychology

- | | | |
|--|--|--|
| <input type="checkbox"/> Statistics & Research Methods | <input type="checkbox"/> Fundamentals of Psych | <input type="checkbox"/> Psychological Assessment & Intervention |
| <input type="checkbox"/> Personality | <input type="checkbox"/> Abnormality | |

Tutoring Preferences (cont'd)

- | | | |
|---|---|---|
| <input type="checkbox"/> Social & Developmental Psych | <input type="checkbox"/> Cognition & Perception | <input type="checkbox"/> Forensic Psychology |
| <input type="checkbox"/> Applied Psych | <input type="checkbox"/> Psychophysiology | <input type="checkbox"/> History & Metatheory |
| <input type="checkbox"/> Physical Activity & Health Psych | <input type="checkbox"/> Learning | <input type="checkbox"/> Clinical Psychology |

Geography and Sustainable Communities

- | | | |
|--|---|---|
| <input type="checkbox"/> Human Geography | <input type="checkbox"/> Sustainability | <input type="checkbox"/> Environmental Management
(including land and heritage management) |
| <input type="checkbox"/> Environmental Impacts | <input type="checkbox"/> Population and Migration Geographies | |

Preferred Subjects

Availability

Sessions Available

- | | | | |
|--|--|--|------------|
| <input type="checkbox"/> Autumn
(February - June) | <input type="checkbox"/> Spring
(July - November) | <input type="checkbox"/> Summer
(December - February) | Year _____ |
|--|--|--|------------|

Days Available

- Monday Tuesday Wednesday Thursday Friday

General Conditions

- I authorise any institution or organisation named on any document provided as evidence of my qualifications or work experience or which are named in this application, to release to the Faculty of Social Sciences any personal information which they may hold about me for the purpose of verification of my supporting documents.
- Casual academic teaching employees are responsible to the Head of a designated academic unit and are assigned responsibilities by the Head. They are appointed to give tutorial instruction, or demonstrate in practical classes. They may be also required to assist in the marking of assignments, be available for consultations with students at specific times and assist in the preparation of teaching material and the organisation of classes.
- Terms of engagement are contained in the University of Wollongong (Academic Staff) Enterprise Agreement, 2005 and can be accessed at: <http://staff.uow.edu.au/personnel/awardagree/UOW016005.html>.
- In accordance with Clause 19 of the above Agreement, the University provides to the casual employee information on the type of employment, i.e. the appointment is on a casual basis, and informs the person of the terms of engagement in relation to the duties required, the number of hours required and the rate of pay for each class of duty required. This information is contained in the Casual Academic Authority.
- The University shall require academic casual employees to have the qualifications and experience appropriate to the relevant Position Classification Standard and to adduce evidence to demonstrate this. Engagement of casual employees is to be merit based.
- **Induction:** Casual academic teaching employees will not be employed beyond one teaching session without attending the University's two hour casual induction training. Payment for attendance will be made at the ancillary hourly rate.
- **Teaching duties:** Preparation of tutorials and laboratory classes to be presented, presentation of lectures and/or tutorials and laboratory classes, production of resource materials, marking, administration of relevant records and informal student consultation time. Marking is checking and reviewing work submitted by students and assigning a mark or level. Demonstrating is carrying out practical activities to illustrate principles. It is usually carried out under supervision of an academic staff member.

I have read and accept the conditions that apply to my application employment as a casual academic employee of the Faculty of Social Sciences and declare that all the information I have given in this application is true and correct.

Signature _____

Date _____