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| **SOUTH WEST SCHOOL SPORT**  **OFFICIAL APPLICATION FORM** | | | | | | | | | | | | | | | |
| **Surname** |  | | | | **Given Name** | | | |  | | | | | | |
| **Home Address** |  | | | | | | | | | | | **Postcode** | | |  |
| **School** |  | | | | | | | | | | | | | | |
| **Telephone Number** | **School** |  | | | | **Mobile** | | | |  | | | | | |
| **Email Address** |  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| POSITION [circle] | Coach | | Manager | | | | Trainer | | | | | | Convenor | | |
| **SPORT** |  | | | **Age Division** | | | |  | | | **Gender** | | |  | |
| Preferences: Applicants may state preferences for particular positions where multiple applications have been lodged or a preference to work with another applicant. [Use a separate form for each position being applied for.] | | | | | | | | | | | | | |  | |
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| EXPERIENCE | | | | | | | | | | | | | | | |
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| NB: Your official application will only be accepted on submission of both the application form and a completed transfer of duties  form.  All documentation of qualifications (i.e. coaching qualification, first aid certificates) should be attached to the transfer of duty section.  Training details are not required to be completed in this application.  Applications must be endorsed by your principal / line manger. | | | | | | | | | | | | | | | |

**Transfer of Duty**

**REGIONAL SCHOOL SPORT OFFICE**

* Distribute application form to interested stakeholders

**OFFICIAL**

* Complete Section 1 and 2 of the Transfer of Duty document with all required information
* Attach copies of all relevant registrations and qualifications to the document
* Read the Department of Education’s:
  + [**Code of Conduct**](https://alt-qed.qed.qld.gov.au/working-with-us/induction/department/induction-programs-and-resources/code-of-conduct)
  + [**Standards of Practice**](https://alt-qed.qed.qld.gov.au/workingwithus/induction/workingforthedepartment/inductionandonboarding/Documents/code-of-conduct-standard-of-practice.pdf)
  + [**Use of mobile devises procedures**](https://ppr.qed.qld.gov.au/attachment/use-of-mobile-devices-procedure.pdf)
  + [**Information privacy and right to information procedure**](https://ppr.qed.qld.gov.au/pp/information-privacy-and-right-to-information-procedure)
  + Human Rights Guide—[**Nature and scope of the rights**](https://www.forgov.qld.gov.au/human-rights-resources#guides)
* If you are a non-state school employee or volunteer, you must **also**:
  + Read & complete the [**Key Messages guide for contractors, volunteers and visitor**s](https://qed.qld.gov.au/workingwithus/induction/queenslandstateschools/Documents/key-messages-guide.pdf)
  + Complete, sign and return the following documents to the Queensland Representative School Sport Unit together with the application for Transfer of Duty Form:

• the [**Declaration**](https://alt-qed.qed.qld.gov.au/workingwithus/induction/queenslandstateschools/Documents/key-messages-guide.pdf); and

• the Confidentiality and Privacy Deed Poll (for non-state school staff).

* Complete, sign and date the application for a team official position and Transfer of Duty
* Provide your Principal with the:
  + fully completed application for Transfer of Duty
  + Signed Declaration and Confidentiality and Privacy Deed Poll (for non-state school staff).
  + copies of all relevant registrations and qualification you have listed on the document.
* Forward all forms and documentation to the Regional School Sport Office following Principal approval.

**PRINCIPAL**

* Review the fully completed and signed application for Transfer of Duty
* Confirm any registrations & qualifications are current for the dates of the event (via school records or copies attached by applicant)
* If the applicant has your approval to participate in the events listed as part of the representative school sport program, please complete, sign & date the application
* Return the signed Declaration and Confidentiality and Privacy Deed Poll (for non-state school staff) and team official application and Transfer of Duty document to the applicant (you may wish to keep a copy for your records)

**REGIONAL SCHOOL SPORT OFFICE**

* Check receipt of Transfer of Duty form and Deed of Confidentiality (for non-state school staff) on the Team Officials Track Sheet.
* Establish appropriate practices to ensure the safe collection and storage of approved Transfer of Duty documents (and any attachments) that are aligned to regional requirements and approved by your Director Regional Service / Teaching and Learning.

**SECTION 1: Official details and application**

(To be completed by the official)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details:** | |  | | |  | | | | |
| Surname | | Given Names | | | Employee Number | | | | |
|  | |  | | |  | | | | |
| Name of School/Organisation: | | | State School / Non-state School | | | | | | |
|  | | |  | | | | | | |
| **Current role:** | | | | | | | | | |
| Teaching Role (e.g. classroom teacher / HOD/ Deputy Principal) | | | Queensland College of Teachers Registration Number & Expiry Date | | | | | | |
|  | | | No: | | | | | Expiry: | |
| Non-Teaching Role (e.g. Administration Officer) | | | Blue Card Number and Expiry Date (must be linked to school) | | | | | | |
|  | | | No: | | | | | Expiry: | |
| **Official role**: | | | **Sport:** | | | | | | |
|  | | |  | | | | | | |
| Coaching Qualification (including level / number / expiry) – Coaches & Assistant Coaches | | | | | | | | | |
| Level: | | No: | | | | Expiry: | | | |
| First Aid / CPR Qualification (including level / number / expiry) – All Team Officials | | | | | | | | | |
| First Aid Qual: | | No: | | | | Expiry: | | | |
| CPR Qual: | | No: | | | | Expiry: | | | |
| Sports Trainer Qualification (including level / number / expiry) – Trainers | | | | | | | | | |
| Level: | | No: | | | | Expiry: | | | |
| **Application** |  | | | | | |  | |
| I apply for transfer of duty which may require an absence from my normal duties for the days as listed in **Section 2** (Competition Details) of this form in order to carry out my official duties in connection with this activity.  I apply for approval to use my personal mobile phone for communicating with team members and parents/carers (as per [**Standard of Practice, Feb 2016**](https://qed.qld.gov.au/workingwithus/induction/workingforthedepartment/inductionandonboarding/Documents/code-of-conduct-standard-of-practice.pdf)) in order to carry out my official duties in connection with this activity.  I have provided my Principal with evidence of all qualifications as listed above for their reference.  I have read, understood and agree to meet my obligations in accordance with the Department of Education’s  [**Code of Conduct**](https://alt-qed.qed.qld.gov.au/working-with-us/induction/department/induction-programs-and-resources/code-of-conduct)**;**  [**Standards of Practice**](https://alt-qed.qed.qld.gov.au/workingwithus/induction/workingforthedepartment/inductionandonboarding/Documents/code-of-conduct-standard-of-practice.pdf)**;**  [**Privacy**](https://alt-qed.qed.qld.gov.au/workingwithus/induction/workingforthedepartment/inductionandonboarding/Documents/code-of-conduct-standard-of-practice.pdf) **Policy and Procedure;**  **Guide to Human Rights;**  [**Use of mobile devices procedures**](https://ppr.qed.qld.gov.au/attachment/use-of-mobile-devices-procedure.pdf).  I have read, understood and completed the Department of Education’s [**Key Messages guide**](https://qed.qld.gov.au/workingwithus/induction/queenslandstateschools/Documents/key-messages-guide.pdf)(Non-State School employees and volunteers ONLY). I have submitted a signed copy of the Declaration in the Key Messages Guide and the Confidentiality and Privacy Deed Poll to the South West Representative School Sport Office.  I agree to notify the Representative School Sport Office should the conditions of my employment change for the days and dates listed in **Section 2** of this form (e.g. leave). | | | | | | | | |
| Full name (please print) | | | | | | | | |
|  | | | | | | | | |
| Signature | | | | Date | | | | |
|  | | | |  | | | | |

**SECTION 2A Competition Details**

|  |  |
| --- | --- |
| **Championship / Event Details:** | |
| Sport | |
|  | |
| Official Position | |
|  | |
| Championship / Event name | |
|  | |
| Host (Region/District/School) | Venue and address |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Competition Details** | | | |
| Travel Day /Date | Times | Details (From – To) | TRS required (Yes/No / N/A) |
|  |  |  | Choose an item. |
|  |  |  |  |
| Competition Days & Dates | Times | Details | TRS required (Yes/No / N/A) |
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**SECTION 2B Training Details – To be completed after appointment**

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| --- | --- | --- |
| **Competition Details** | | |
| Training Days & Dates | Times | Details |
|  |  |  |
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**SECTION 3**

**Principal Approval for Transfer of Duty:**

***(To be completed by the School Principal)***

As the Principal of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (school)

I confirm that the staff member listed in Section 1:

|  |  |  |  |
| --- | --- | --- | --- |
| In my professional opinion: | Yes | No | N/A |
| has the capacity to undertake the official role to which they are applying for. |  |  |  |
| has valid Queensland College of Teachers Registration (teachers) that will remain current for the duration of the event. |  |  |  |
| has valid Blue Card registration (non-teachers) that is linked to the school portal and will remain current for the duration of the event. |  |  |  |
| has completed all required Student Protection and Mandatory Training and this will remain current for the duration of the event. |  |  |  |
| has First Aid / CPR Qualifications as listed in Section 1 of this form and they will remain current for the duration of the event. |  |  |  |
| has Coaching Qualifications as listed in Section 1 of this form and they will remain current for the duration of the event. |  |  |  |
| has Sport Trainer Qualifications as listed in Section 1 of this form and they will remain current for the duration of the event. |  |  |  |

|  |  |  |
| --- | --- | --- |
| As the Principal: | Yes | No |
| I approve the team official application & transfer of duty for the above-mentioned applicant for the dates and times listed on this document to enable them to complete their official duties in connection with this activity (if successful): |  |  |
| I approve the use of their personal mobile phone for communicating with team members (students) and parents/carers as per [Standard of Practice, Feb 2016](https://qed.qld.gov.au/workingwithus/induction/workingforthedepartment/inductionandonboarding/Documents/code-of-conduct-standard-of-practice.pdf) to enable them to complete their official duties in connection with this activity (if successful): |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal / DoE Line Manager Approval** |  | |  |
| Name (please print) | | | |
|  | | School: | |
| Signature | | Date | |
|  | |  | |

Applicant to return to:

**Regional School Sport Office**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Tim Leadbetter | Email | [tim.leadbetter@qed.qld.gov.au](mailto:tim.leadbetter@qed.qld.gov.au) |