

**RECEIVED**

SECTOR: Secondary

11 FEB 1997

OFFER OF EMPLOYMENT ACCEPTANCE **TEACHING SERVICE SECTION**

please return within 7 days

**[if you do not intend to accept this offer please complete the rejection notice]**

You may fax your acceptance to [06] 205 9417

I have received your offer of employment under the provisions of the Public Sector Management Act 1994 and have read the conditions set out on the attached sheet and in the offer letter.

In accepting this offer of employment I am aware that I will need to complete all registration requirements [please refer to your commencement package].

I **ACCEPT** your offer of employment effective on and from 29 January 1997 at

**PN:** 5702 Canberra High School 29 January 1997 to 21 March 1997

SURNAME: Daniels

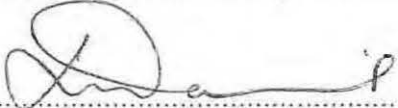
GIVEN NAME: Louis

ADDRESS [if changed]:..... **REDACTED** .....

..... **REDACTED** ..... POSTCODE: **REDACTED** .....

TELEPHONE:..... **REDACTED** .....

HOLIDAY CONTACT:..... *as above* .....

SIGNATURE:.....  .....

DATE: *9.2.97*

All documentation requirements need to be completed within 7 days of accepting this offer.  
If you have any concerns please contact the relevant sector administrative officer:

<b>Primary</b> Mainstream	Carol Monaghan	[06] 205 9275
<b>Secondary</b> Mainstream	Sherridan Steele	[06] 205 9272
<b>Services</b> - includes preschool, special education etc	Teresa Loveland	[06] 205 9276

## CURRENT TEMPORARY OR CASUAL RELIEF TEACHERS

## - Temporary Employment Offer

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If you are employed by this Department in either a temporary or casual relief capacity please indicate if you have completed/submitted the following documents/forms.

TEACHING SERVICE SECTION

Documents which have not been submitted will be forwarded to you to complete and return to:

Teaching Service Section  
PO Box 1584  
Tuggeranong ACT 2901

## Privacy of Information:

The information requested will be treated in confidence and may be given where appropriate to other Authorised Government Agencies.

<input checked="" type="checkbox"/> Consent to Obtain Personal Information [Police Records Check]	Under the Public Sector Management Act all employees need to consent to have a Police Records Check completed. If you have completed this form as part of your Registration or temporary contract employment you will not need to complete another.
<input checked="" type="checkbox"/> Agreed Main Teaching Areas [AMTA]	Provides details on areas that you are qualified for and agree to teach.
<input type="checkbox"/> Marriage Certificate [if applicable]	Proof of Name Change [if applicable].
<input checked="" type="checkbox"/> Statements of Service	Salary level is determined by recognised teaching experience. A Statement of Service <b>MUST</b> be on the letterhead of a recognised employing authority and indicate date of commencement and cessation, leave without pay details, where the employment was, and whether full-time or part-time.
<input checked="" type="checkbox"/> Birth Certificate / Current Passport / Citizenship	Proof of Date of Birth and/or Citizenship.
<input type="checkbox"/> Equal Employment Opportunity Survey	The Department is required to compile EEO statistical data <b>Optional - you may elect to complete this form</b>
<input checked="" type="checkbox"/> Final Academic Transcript/s	Record of academic study of qualification/s. Statements of results, assessment results, etc <b>will NOT</b> be accepted in place of final academic transcripts.
<input type="checkbox"/> Recognition of Prior Service	Prior service with other recognised employers may count towards leave accrual. Statements of Prior Teaching Service are not adequate to gain recognition for leave purposes.
<input type="checkbox"/> Employee Obligations	All employees are required to complete. Please sign both copies. Retain 'Employee Copy' and return the 'Office Copy' to Personnel.
<input checked="" type="checkbox"/> Employment Declaration	Provides details to the Australian Taxation Office. All employees are required to complete.
<input type="checkbox"/> Temporary Employment [Part-time]	Provides information on actual hours of employment and for statistical purposes. <i>Part-time employees only.</i>

<input checked="" type="checkbox"/> Superannuation	Is a VITAL part of your employment. Staff from the Personnel Unit will be available on the Induction Day to provide comprehensive information to you. If you are unable to attend the Induction Day you <b>MUST</b> contact your Paycentre - [06] 205 9210 - to discuss your Superannuation options.
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If you wish to alter details already on your Personnel file, please indicate which forms you require:

- Personal Particulars - including change of address, name [provide evidence], Mode of Payment.
- Employment Declaration.
- Agreed Main Teaching Areas [AMTA].

\* A 'certified true copy' can be certified as true by a Justice of the Peace, a Commissioner of Declarations or a school principal. The copy must be marked 'certified true copy'.