



Casual Academic Teaching Employee Application Form

This form is for those interested in casual tutoring or demonstrating in a subject offered by the schools of Education, Health & Society, Psychology and Geography & Sustainable Communities.

Please send the completed form to assh-finance@uow.edu.au.

Failure to include ALL requested information will prevent application from being processed.

Personal Details

Title	First Name	Surname
Employee Number (if applicable)	Student Number (if applicable)	
Address	Telephone	
Email Address		
Are you an Aboriginal or Torres Strait Islander	Yes	No
Citizenship	Country of Birth	
Visa Type (if applicable)		

Please provide supporting VISA documentation.

Qualifications

Degree Information

Please provide certified copies of your academic transcripts with this application. Documents can be certified by either a Justice of the Peace OR current UOW employee. UOW employees should provide the following details on the document copies; the statement 'original sighted', name, date, signature and employee number

Year Completed	Degree Title	Specialisation	University

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

Employment / Research Details

Tutoring/Teaching Experience

Please attach Curriculum Vitae (CV) and additional pages if required.



Employment / Research Details (cont'd)

If you are currently or have previously tutored at UOW please provide the following details;

Engagement Period (year/s) -

Faculty -

Academic Supervisor -

Research Experience

Please attach additional pages if required.

Referees

Please provide two referees

Name:

Name:

Position:

Position:

Contact
Phone:

Contact
Phone:

Email:

Email:

Tutoring Preferences

School of Education

School of Health & Society

School of Psychology

School of Geography & Sustainable Communities

Preferred Locations

Wollongong

Shoalhaven

Batemans Bay

Bega

Southern Sydney

Southern Highlands

Subject Areas Education

Primary Education

PHE

Assessment

Secondary Education

Visual Arts

English

Early Years Education

ICT

Curriculum & Pedagogy

Adult Education

Dance

Educational Leadership

Language & Literacy

Music

Special Education

Mathematics/Numeracy

Drama

Autism

HSIE

Society & Culture

TESOL

Science & Technology

History

Aboriginal Education

Behaviour Management

Educational Research

Health & Society

Public and Population Health

Social Work

Criminology

Food & Nutrition

Community Work/Program

Social & Public Policy

Epidemiology

Evaluation

Health Promotion

Statistics

Practice in Mental Health

Social Marketing

Workplace Health & Safety

Practice w/ Children and Families

Social Determinants of Health

Ergonomics

Diversity

Occupational Hygiene

Counselling and Therapy

Risk Management/Specialist

Community Engagement



Tutoring Preferences (cont'd)

Psychology

Statistics & Research Methods	Fundamentals of Psych	Forensic Psychology
Personality	Abnormality	History & Metatheory
Social & Developmental Psych	Cognition & Perception	Clinical Psychology
Applied Psychology	Psychophysiology	Psychological Assessment & Intervention
Physical Activity & Health Psych	Learning	

Geography and Sustainable Communities

Human Geography	Sustainability	Environmental Management (including land and heritage management)
Environmental Impacts	Population and Migration Geographies	

Preferred Subjects

Availability

Sessions Available

Autumn (Feb-June)	Spring (July-Nov)	Summer (Dec-Feb)	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 Arts, Social Sciences & Humanities 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 meritbased.
- 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 staffmember.

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

Signature _____

Date _____