

## RELOCATION APPLICATION FORM – CLASSIFIED TEACHERS (SCHOOL LEADERS and HEADS OF PROGRAM)

**Principal, Deputy Principal, Head of School, Head of Campus Head of Department, Head of Special Education Services and Guidance Officer**

**PRIVACY:** The Department of Education is collecting personal information on this form, as well as any relevant supporting evidence/documentation, to facilitate your application for relocation, in accordance with the Information Privacy Principles prescribed under schedule 3 of the Information Privacy Act 2009 (Qld). This information will be stored securely and only accessed by authorised departmental staff. Your information will not be given to any other person or agency unless you have given us permission or where we are required by law. If you lodge a complaint or an appeal against a relocation decision, some of your information may be given to other agencies or entities for the purpose of reviewing/assessing your complaint or appeal.

When considering an officer's request for relocation any additional relevant information provided by an officer may assist the department in assessing the best available organisational and personal fit for an officer.

Please provide the relevant details in the spaces provided. If there is insufficient space, please attach another document or letter. Applicants are able to apply for relocations at level to positions in locations other than their current substantive position.

Please refer to the [Relocation of classified teachers \(school leaders and heads of program\)](#) procedure when completing this form to ensure the correct process is followed and documentation is provided with your application. You should email this form to your Regional Director and provide a copy to the Principal Human Resource Consultant in your Regional Office. Your application will be forwarded by the Regional Director to: [recruitmentteaching@qed.qld.gov.au](mailto:recruitmentteaching@qed.qld.gov.au). Notification of receipt of your application will be forwarded to you within 14 working days. For enquiries email: [recruitmentteaching@qed.qld.gov.au](mailto:recruitmentteaching@qed.qld.gov.au)

Personal Identification Details						
Employee ID:		Title	Surname		Given Names	
Substantive Position		Classification	Substantive School/Location		Region	
Supervisor's Name		Supervisor's Position				
Residential Address			Postal Address (if different to residential address)			
Contact Details		Telephone	Email Address		Mobile	
Current School/Location						
Personal						
Supervisor						
Application for the Position/s of: Principal, HOD – Maths etc. If different to your substantive position, you must complete a <i>verification sheet</i> .			Sector		Classification	
<b>Reason for Application –</b> * For 'Other' reasons compassionate or pressing personal circumstances, you <u>must</u> attach supporting documentation from a specialist.						
Requested – Based on Service		Required – Loss of Entitlement		*Other (Attach additional information)		
<b>Partner Information</b>						
Is your partner an employee with the Department?			If yes, Partner Employee ID			
Is your partner an applicant for transfer/relocation within DoE?			Current Location			

**Location Preferences** – As an applicant for relocation you may be relocated to any school (sector match) within a nominated geographic area. It is a requirement to have at least **three geographic areas** listed unless there are extenuating circumstances, which must be declared in writing and supported by documentary evidence. Individual schools can only be nominated if they do not belong to a geographic area. Refer to the [geographic area](#) listing reference in relocation policy document.

Region	Geographic Area		Region	Geographic Area	
<b>Far North Qld Region</b>	Babinda	Tablelands	<b>North Coast Region</b>	Bundaberg	Sunshine Coast
	Cairns Coastal	Tully		Gympie	Murrumba (Moreton Bay)
	Innisfail	Mossman		Maryborough/ Hervey Bay	
	Schools not located in a Geographic Area *Please nominate schools below			Schools not located in a Geographic Area *Please nominate schools below	
<b>North Queensland Region</b>	Ayr	Ingham	<b>Metropolitan Region</b>	Brisbane Northside	
	Bowen	Mount Isa City		Brisbane Southside	
	Charters Towers	Proserpine		Ipswich & Brisbane West (Rural West has now been absorbed into this area)	
	Collinsville	Townsville		Schools not located in a Geographic Area *Please nominate schools below	
	Schools not located in a Geographic Area *Please nominate schools below				
<b>Central Queensland Region</b>	Biloela	Mackay	<b>Darling Downs South West Region</b>	Charleville	Miles
	Blackwater	Miriam Vale		Chinchilla	Roma
	Emerald	Moranbah		Dalby	Stanthorpe
	Gladstone	Moura		Downs	St George
	Longreach	Rockhampton		Gatton/Lockyer/Laidley	Toowoomba
	Schools not located in a Geographic Area *Please nominate schools below			Kingaroy	Warwick
				Schools not located in a Geographic Area *Please nominate schools below	
<b>South East Region</b>	Gold Coast	Logan			
	Redland	Scenic Rim			
	Schools not located in a Geographic Area *Please nominate schools				

List schools not located in a Geographic Area:

<b>Applicant Declaration:</b>			
I confirm I have read and understand the <a href="#">Relocation of Classified Teachers Procedure</a> .			
I understand the information contained herein remains current until relocation has been received confirmed or the application is withdrawn.			
I will advise of any change of circumstances that may impact my application.			
Applicant Signature		Date	___/___/___
<b>Principal/Regional Director:</b> In submitting this application, I confirm my support and advise that there are: no unsatisfactory work performance processes in progress; and no performance issues. Both Supervisor signatures required.			
Principal Signature		Date	___/___/___
Regional Director Signature		Date	___/___/___