

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

**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 relocation at or below level to positions in locations other than their substantive position. Please visit [HR: Relocation of Classified Teachers - Eligibility and application process](#) 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 Principal Human Resource Consultant** in your Regional Office. Your application will be reviewed, signed by the Regional Director for Principal level roles and endorsed by the Region to the Mobility, Recruitment Services & Employment Review Unit. For endorsed applications, notification of receipt of your application will be forwarded to you within 14 working days. For enquiries email: [RecruitmentTeaching.HUMANRES@qed.qld.gov.au](mailto:RecruitmentTeaching.HUMANRES@qed.qld.gov.au)

**Personal Identification Details**

|                                 |                       |                                    |                     |
|---------------------------------|-----------------------|------------------------------------|---------------------|
| <b>Employee ID</b>              | <b>Title</b>          | <b>Surname</b>                     | <b>Given Name/s</b> |
|                                 |                       |                                    |                     |
| <b>Substantive Position</b>     | <b>Classification</b> | <b>Substantive School/Location</b> | <b>Region</b>       |
|                                 |                       |                                    |                     |
| <b>Supervisor Name/Position</b> |                       |                                    |                     |
|                                 |                       |                                    |                     |
| <b>Your Contact Details</b>     | <b>Telephone</b>      | <b>Email address</b>               | <b>Mobile</b>       |
|                                 |                       |                                    |                     |
| <b>Current School/Location</b>  |                       |                                    |                     |
| <b>Personal</b>                 |                       |                                    |                     |

|   |               |                       |
|---|---------------|-----------------------|
| <b>Application for the position/s of:</b> Principal, HoD – English etc.<br>If different to your substantive position, you must complete a verification sheet. | <b>Sector</b> | <b>Classification</b> |
|   |               |                       |
|   |               |                       |
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|   |               |                       |
|   |               |                       |

**Reason for application:**  
\*To apply for the assessment of compassionate circumstances, please visit [HR: Assessment of compassionate circumstances \(Teachers and Classified Teachers\)](#).

|                                     |  |   |  |   |  |
|-------------------------------------|--|---|--|---|--|
| <b>Requested – Based on Service</b> |  | <b>Required – Loss of entitlement or Unattached</b> |  | <b>Other (please see attached additional information)</b> |  |
|-------------------------------------|--|---|--|---|--|

**Location preferences** – As an applicant for relocation you may be relocated to any school (sector match) within your nominated geographic area. It is recommended to list only geographic areas in which you have a genuine interest in working. Individual schools can only be nominated if they do not belong to a geographic area. Refer to the [geographic area](#) listing for schools in each geographic area.

|  |  |   |                                  |  |   |
|--|--|---|----------------------------------|--|---|
| <b>Central Queensland Region</b>   | <input type="checkbox"/> Biloela   | <input type="checkbox"/> Mackay                       | <b>Metropolitan North Region</b> | <input type="checkbox"/> Brisbane Northside  |   |
|  | <input type="checkbox"/> Blackwater  | <input type="checkbox"/> Miriam Vale                  | <b>Metropolitan South Region</b> | <input type="checkbox"/> Brisbane Southside  |   |
|  | <input type="checkbox"/> Capella   | <input type="checkbox"/> Moranbah                     | <b>North Coast Region</b>        | <input type="checkbox"/> Bundaberg   | <input type="checkbox"/> Maryborough / Hervey Bay |
|  | <input type="checkbox"/> Emerald   | <input type="checkbox"/> Moura                        |                                  | <input type="checkbox"/> Gympie  | <input type="checkbox"/> Sunshine Coast           |
|  | <input type="checkbox"/> Gladstone   | <input type="checkbox"/> Rockhampton                  |                                  | <input type="checkbox"/> <b>Schools not in a geographic area</b><br>*Please nominate schools in the box provided |   |
|  | <input type="checkbox"/> Longreach   |   | <b>North Queensland Region</b>   | <input type="checkbox"/> Ayr   | <input type="checkbox"/> Proserpine               |
|  | <input type="checkbox"/> <b>Schools not in a geographic area</b><br>*Please nominate schools in the box provided |   |                                  | <input type="checkbox"/> Bowen   | <input type="checkbox"/> Remote North West        |
| <b>Darling Downs South West Region</b>   | <input type="checkbox"/> Barambah  | <input type="checkbox"/> Miles                        |                                  | <input type="checkbox"/> Charters Towers   | <input type="checkbox"/> Townsville               |
|  | <input type="checkbox"/> Brisbane Valley   | <input type="checkbox"/> Roma                         |                                  | <input type="checkbox"/> Collinsville  | <input type="checkbox"/> Western Corridor         |
|  | <input type="checkbox"/> Charleville   | <input type="checkbox"/> Stanthorpe                   |                                  | <input type="checkbox"/> Ingham  | <input type="checkbox"/> Whitsundays              |
|  | <input type="checkbox"/> Chinchilla  | <input type="checkbox"/> St George                    |                                  | <input type="checkbox"/> Mount Isa City  |   |
|  | <input type="checkbox"/> Dalby   | <input type="checkbox"/> Toowoomba City               |                                  | <input type="checkbox"/> <b>Schools not in a geographic area</b><br>*Please nominate schools in the box provided |   |
|  | <input type="checkbox"/> Gatton / Lockyer  | <input type="checkbox"/> Toowoomba North Rural        | <b>South East Region</b>         | <input type="checkbox"/> Gold Coast  | <input type="checkbox"/> Logan                    |
|  | <input type="checkbox"/> Kingaroy  | <input type="checkbox"/> Toowoomba South Rural        |                                  | <input type="checkbox"/> Scenic Rim  |   |
| <input type="checkbox"/> Kingaroy South  | <input type="checkbox"/> Warwick   | <b>List schools not located in a geographic area:</b> |                                  |  |   |
| <input type="checkbox"/> <b>Schools not in a geographic area</b><br>*Please nominate schools in the box provided |  |   |                                  |  |   |
| <b>Far North Queensland Region</b>   | <input type="checkbox"/> Babinda   | <input type="checkbox"/> Southern Cape                |                                  |  |   |
|  | <input type="checkbox"/> Cairns and Coastal  | <input type="checkbox"/> Tablelands                   |                                  |  |   |
|  | <input type="checkbox"/> Innisfail   | <input type="checkbox"/> Tagai                        |                                  |  |   |
|  | <input type="checkbox"/> Mossman   | <input type="checkbox"/> Tully                        |                                  |  |   |
|  | <input type="checkbox"/> <b>Schools not in a geographic area</b><br>*Please nominate schools in the box provided |   |                                  |  |   |

**Application declaration:**

- I confirm I have read and understand the Relocation of Classified Teachers Procedure.
- 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.

|                             |  |              |  |
|-----------------------------|--|--------------|--|
| <b>Applicant signature:</b> |  | <b>Date:</b> |  |
|-----------------------------|--|--------------|--|

**Principal/Supervisor declaration:**

In submitting this application,  I confirm my support and advise that there are  no unsatisfactory work performance processes in progress; and no performance issues.

|  |  |              |  |
|--|--|--------------|--|
| <b>Principal/Supervisor signature:</b> |  | <b>Date:</b> |  |
|--|--|--------------|--|

|  |  |              |  |
|--|--|--------------|--|
| <b>Regional Director signature:</b><br>(applicable for Principal level roles only) |  | <b>Date:</b> |  |
|--|--|--------------|--|