

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. Notification of receipt of your application will be forwarded to you within 14 working days. For enquiries email: recruitmentteaching@qed.qld.gov.au

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

Uncontrolled copy. Refer to the Department of Education, Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/relocation-of-classified-teachers-school-leaders-and-heads-of-program-procedure> to ensure you have the most current version of this document.

Location Preferences – As an applicant for relocation you may be relocated to any school (sector match) within a 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 reference in relocation policy document.

Region	Geographic Area		Region	Geographic Area	
Far North Qld Region	Babinda	Tablelands	North Coast Region	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	
North Queensland Region	Ayr	Ingham	Metropolitan Region	Brisbane Northside	
	Bowen	Mount Isa City		Brisbane Southside	
	Charters Towers	Proserpine		Ipswich & Brisbane West	
	Collinsville	Townsville		Schools not located in a Geographic Area *Please nominate schools below	
	Schools not located in a Geographic Area *Please nominate schools below				
Central Queensland Region	Biloela	Mackay	Darling Downs South West Region	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	
South East Region	Gold Coast North	Logan			
	Gold Coast South	Scenic Rim			
	Redland				
	Schools not located in a Geographic Area *Please nominate schools				

List schools not located in a Geographic Area:

Applicant 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.			
Applicant Signature		Date	___/___/___
Principal/Regional Director: In submitting this application, I confirm my support and advise that there are: work performance processes in progress; and no performance issues.			
Principal Signature		Date	___/___/___
Regional Director Signature (applicable for Principal level roles only)		Date	___/___/___

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