

VERIFICATION SHEET

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

*The applicant's supervisor must complete and submit this form where the applicant **applies for relocation to any position that differs from the applicant's substantive position** (eg Primary to Secondary Sector or change in HOD curriculum areas). Please type or print clearly the relevant details in the spaces provided. If insufficient space please attach another document or letter. Emailing via your supervisor is the preferred method for delivery - RecruitmentTeaching@ged.qld.gov.au*

Applicant Details

Employee ID	Title	Surname	Given Names
Substantive Position	Classification	Substantive Location	Region

Applicant Statement: Please advise skills, competencies and other relevant information that will support this application for relocation.

Position/s	Classification	Supervisor Recommendation

Supervisor Statement / Verification

I certify that the applicant has demonstrated the competence needed to be successful in the nominated position/s and the capacity to acquire and apply the required operational knowledge and processes/skills. I support their suitability to the role of the position and I certify there are no performance management issues or disciplinary actions with the applicant.

Supervisor to provide specific comment/s regarding the applicant's suitability for the position/s specified above.

Current Supervisor's Details

Name	Position	Location
Telephone	Mobile	Email

PRIVACY: The Department of Education is collecting personal information on this form to facilitate changes to your employment within the department, as part of existing Human Resource processes and practices, in accordance with the Public Service Act 2008 (Qld), Public Service Regulation 2018 (Qld), and 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 may be disclosed to third parties without your consent in accordance with industrial instruments or where required by law. Disclosures to third parties includes QSuper, Australian Taxation Office, and Queensland College of Teachers.

