



## **Application Form: Workshop Presenter Teachers Across Borders (Aust) Inc.**

A comprehensive CV should also be submitted with this completed application form.  
Applications should be returned to the Board, either:

**by email**

[Apply@TeachersAcrossBorders.org.au](mailto:Apply@TeachersAcrossBorders.org.au)

OR

**by mail**

Teachers Across Borders  
PO Box 123,  
Warrandyte, VIC 3113

### **Selection Criteria**

1. Demonstrate outstanding communication skills both verbal & written
2. Demonstrate a commitment to the vision, work and values of the Teachers Across Borders (Aust) Inc program
3. Demonstrate the capacity to design, deliver and evaluate an appropriate program of high standard, taking into account adult learning principles
4. Demonstrate the capacity to make a significant contribution to the Teachers Across Borders (Aust) Inc. program as a presenter or co presenter
5. Demonstrate relevant professional and teaching experience
6. Demonstrate a basic knowledge and understanding of the history and culture of the country where workshops will be conducted and a capacity to be culturally sensitive to local conditions and issues.

a) **Name** (Preferred name)  male  female (please circle)

b) **Application for position of**  Presenter  Assistant Presenter (please circle)

c) **Co Presenter** (If you hope to co-present with another person please state their name below)

d) **Address** (home and mailing if these are different) Please include post code  
(H)

(M)

e) **Telephone** (H)  
(Mob)

f) **Email**

g) **Teaching Qualifications** (Subject Areas & Year Level)

h) **Current teaching status**

i) **Type and duration of teaching experience brief as details will be on CV**

j) **Current Victorian Institute of Teachers Registration Number** (or equivalent)

k) **Current Police Check**    **Yes**            **No** (copy to be provided prior to departure)

*Those successful applicants **without current VIT registration** (or its equivalent if applicable) will be required to obtain a current Victorian “Working with Children” card (or its equivalent) which is available at no cost.*

**1. Areas of expertise and relevance of these to the TAB program**

**2. Professional development/workshop delivery experience** (Desirable but not essential)

**3. Examples of awareness & application adult learning principles** (Desirable but not essential)

**4. Experience of working with people from non-English speaking background or teaching overseas.**

Yes                      No

**Describe:** (Desirable but not essential)

See above

**5. Experience working with an interpreter** (Desirable but not essential)

Yes                      No

**6. Capacity to raise funds for workshop.** (Approximately \$800)

Yes                      No  
Explain

**7. Ability to fund own transport & accommodation costs**

Yes                      No

**8. Are you available at short notice (2-3 weeks) as a replacement presenter?**

Yes

No

**9. All participants are strongly advised to take out Medical Travel Insurance, as TAB will not cover any unapproved medical/travel costs incurred.**

**10. Current or previous health issues that may be relevant**

**11. Other relevant information e.g. Languages other than English spoken**

**Submission of an outline of the workshop to be offered will be required before final approval is given. Successful applicants will be asked to attend a one day planning workshop held on a weekend in Melbourne, and two hour orientation session.**

*This application will be viewed and assessed by Board members.  
Referees will be contacted by phone by one of the two Board members.*

*In accordance with privacy regulations, at the end of the selection process, these documents will be available to the applicant on request. They may be destroyed at the request of the applicant.  
Otherwise the secretary of Teachers Across Borders (Aust) Inc. will securely file them for a period of 2 years unless the applicant requests their retention for use over a longer period.*

**Referees: 2 Professional and 1 Personal**

1. Name  
Position  
Contact details: Home phone number  
Work phone number  
Mobile number
  
2. Name  
Position  
Contact details: Home phone number  
Work phone number  
Mobile number
  
3. Name  
Position  
Contact details: Home phone number  
Work phone number  
Mobile number