

RELIEF TEACHER REGISTRATION FORM



PETER MOYES
ANGLICAN COMMUNITY SCHOOL

To register for temporary employment positions at the School, please complete and return this form to relief@pmacs.wa.edu.au including all the required documents.

Position being applied for: Relief Teacher – Secondary Relief Teacher – Primary

Title: _____ First Name: _____

Middle Name: _____ Last Name: _____

Address: _____

Suburb: _____ Post Code: _____

State: _____ Contact #: _____

Email Address: _____

Working With Children Check

Working with Children Check #: _____ Expiry Date: _____

Teachers Registration Board of WA

Membership Type: _____ Membership #: _____

Membership Expiry Date: _____ Financial Expiry Date: _____

A copy of your registration letter and paid annual fees invoice must be submitted. The required documents can be downloaded via the TRBWA website. Please login to the [TRBWA Teacher Login](#), select the "Correspondence" tab for your registration letter and the "Finance" tab for your invoice, which must show the total amount due as zero. Screen shots cannot be accepted.

Tertiary Qualifications

Qualification / Course	Institution	Year of Completion

A certified copy of your qualifications must be submitted. If your qualification is in a previous name, please also provide a certified copy of your marriage certificate. If you have a Graduate Diploma or Master of Teaching, or similar, please also provide a certified copy of your first degree.

Section: HR & Workplace Relations
Number: TBC
Version: 1

Approved: Principal
Date: March 2026
Review: February 2027

Availability

Days Available: Monday Tuesday Wednesday Thursday Friday

Date Available From: _____

Specialty Area/Year Level: _____

Do you have children at the School? No Yes - If yes, what year/s? _____

Other Information:

Registration Check List

Please ensure you submit the following documents:

- Relief Teacher Registration Form
- Curriculum Vitae (including details of recent professional learning)
- Certified certificates for qualifications
- Statements of service from all previous schools # (not applicable to graduates)
- TRBWA Registration Letter
- TRBWA Annual Fees Paid Receipt
- Working With Children Check Card

According to the Anglican Schools Commission (ASC) EBA, Relief Teacher rates are based on years of teaching experience (excluding relief teaching) where a relief teacher is employed for five (5) or more consecutive working days. A Relief Teacher employed for less than five (5) consecutive working days shall be paid at the rate of salary appropriate to their qualifications and experience or Step 5, whichever is lower.

Certified copies of Statements of Service confirming experience is required. Your rate will default to Step 1 of the ASC Teachers' Salary Scale unless confirmation of your experience is received.

Signature: _____ Date: _____

You are required to provide copies of your qualification which have been certified as a true copy by a person included in the following list:

<ol style="list-style-type: none"> 1. A Town or Shire Clerk 2. A Councillor of a municipality 3. An Electoral Registrar 4. A person appointed to take charge of a Post Office in the State 5. An Officer of the State of Commonwealth public service 6. A Teacher 7. A Lawyer 8. A member of the Police Force 9. A Pharmacist 10. A Justice of the Peace 11. A registered Medical Practitioner 12. A minister of religion (not a civil celebrant) 	<ol style="list-style-type: none"> 13. A member of the academic staff of an institution providing courses at post-secondary education level 14. A person appointed to take charge of the head of any branch office in the State of a bank or building society or credit union 15. The holder of a licence under the Real Estate and Business Agents Act 1978 or the Settlement agents Act 1981 16. An insurance broker registered under the Insurance (Agents and Brokers) Act 1984 of the Commonwealth 	<ol style="list-style-type: none"> 17. A member of either House of Parliament of the State or the Commonwealth <p>The example format for certifying documents is as follows:</p> <p>Certified true copy of original</p> <p>Signature _____</p> <p>Name _____</p> <p>Authority _____</p> <p>Date _____</p>
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