

## Casual Teachers who have not taught in the schools in the Archdiocese

Teachers seeking casual approval with Catholic Education Canberra Goulburn for the first time should apply directly to one of the Catholic schools, colleges or early learning centres in the Archdiocese. These are listed on the Catholic Education website, at <https://cg.catholic.edu.au/about-us/our-schools/>.

Please use the [Application for Casual Teacher Approval Form](#) when applying.

### Approval Process (allow at least 20 working days for this)

- Submit your application for Casual Teacher Approval to the school, college or early learning centre, where it will be assessed for suitability. The principal or their delegate may accept, decline or redirect the application to another school, college or early learning centre.
- Teachers whose application is accepted will attend a system registration interview at the school, college or early learning centre.
- Satisfactory applicants will receive an offer of casual employment from Catholic Education subsequent to their interview.
- Complete and return your acceptance of the offer to the Catholic Education Office (*not to the school, college or early learning centre*).
- Your completed documentation will be processed.
- When the application is finalised, Catholic Education will email you your casual approval and employee number.
- You can then activate your details on the Employee Self Service web page (you need your employee number to do this).
- Casual approval is valid for the current school year and entitles you to teach in the schools, colleges or early learning centres in accordance with your teaching qualification/s and registration/s.

### Documents to be read in conjunction with your application:

- [Privacy Policy](#)
- [Guidelines for Professional Conduct in the Protection of Children and Young People](#)
- [Religious Education Accreditation of Staff Employed in Catholic Education](#)
- [Teaching in Catholic Schools – a Statement of Principles](#)

Contact the Casual Relief Officer at the Catholic Education Office on 6234 5455 for further assistance, or if you have other questions about gaining casual teacher approval.