

The Parramatta College INC.

Professional Adult Educators

TEACHER INTERVIEW CHECKLIST

Date

Course name Course code

Applicant name

Address

Phone Fax Email

Does the applicant have:

- qualifications &/or experience in the field to the level required by the College?
- Teaching qualifications to the level required by the College?

! Contact at least one professional referee to confirm information provided by the applicant.

The applicant is recommended for employment at the College YES NO

Signed Name

Position

Tell the applicant:

- All employees must sign consent to screening and prohibited employment declaration forms in line with Child Protection legislation
- How we inform tutors about their course. We send a letter of offer confirming that we want them to teach the course, ask them to respond to the letter, then let them know closer to the start date whether their course will go ahead.
- They need to submit, for a general program course:
 - Resume
 - Course outline – one page, including what will be taught in each lesson of the course
 - Lesson plan for the first lesson including what will be taught and how
 - Course description for the brochure, including materials students will need and approximate cost.
 - Preferred working days and times
 - Fact sheet for web page