

# Short-Term Teacher Exchange Application Form

Headshot of  
yourself

**ONLY FULL TIME, PERMANENT EMPLOYEES WITH AT LEAST 5 YEARS WORK EXPERIENCE ARE ELIGIBLE TO APPLY. YOU MUST BE A FINANCIAL MEMBER OF THE IEU-QNT.**

A fee of \$50.00 is to be paid upon lodgement of this application.  
This fee can be paid by cheque or money order.

The personal information collected in this application will be used for the purposes of administering the IEU-QNT's teacher exchange program with the view to effect an appropriate and compatible match for the applicant.

***Important notice: Due to the uncertainty of the COVID-19 pandemic landscape, exchange processes may need to be paused if necessary. The IEU-QNT continue to follow the guidance of our federal and state governments in conjunction with relevant authorities and our partner organisations.***

## Section A: Personal and school details

Full Name (as it appears on passport or birth certificate):

Address:

City:  State:  Postcode:

Home phone:  Work phone:

School email:

Personal email:

Date of birth (date/month/year):

Languages spoken other than English:

### Emergency contact

Contact person (in case of emergency):

Relationship:

Home phone:  Mobile phone:

### School details

Name:

Address:

City:  State:  Postcode:

Employer:

Principal:

Principal email:

School phone:

School website:

Brief description of the school (grades, programs, population):

Approximate number of students:

Approximate number of staff:

Current teaching assignment:

Professional qualifications (place, date, degree):

Brief description of your community (population, location, points of interest):

## Section B: Exchange information

What is the special educational interest/s you wish to explore?

What are your personal hobbies and interests?

Do you have pets?  Number and type:

Do you mind if your exchange partner has pets?

### Accommodation details for billeting

I understand that a bedroom and bathroom must be available for billeting my exchange partner and, perhaps, partner's spouse.

Type of housing:

Number of rooms:  Number of bedrooms:

The following people reside in my home:

Distance of home from school:

Will you transport your exchange partner to and from school?

## Additional Information

**Special needs** (allergies, dietary requirements, boarding assistance, limited mobility):

**Preference: please tick box / boxes**

Male ☐ Female ☐ No preference ☐

Nonsmoker ☐ Smoker ☐ No preference ☐

No pets ☐ Pets ☐ No preference ☐

I would like to bring my spouse with me on exchange. Yes ☐ No ☐ N/A ☐

I would be able to accommodate the spouse of my visiting teacher. Yes ☐ No ☐

## Section C: Summary sheet

Please write a 200-250 word biography for teacher exchange coordinators to e-mail to various school employers to allow a targeted approach to finding a match. Describe your current assignment, your location in Australia, and a few key details about yourself. Please use only your first name, but feel free to mention your school name so they can Google it. Avoid acronyms and jargon an overseas teacher may be unfamiliar with, particularly pertaining to programming. This personalised approach will help solicit applicants interested in your situation.

## Section D: Release of legal action

### Release

I understand that there are risks of loss in travel during COVID, in staying in someone's home and in hosting someone in my home. I waive my right to bring legal action against IEU-QNT, and any of their employees, or the government of the exchange country, for any loss incurred during the short-term teachers' exchange to the exchange country in 2025.

I also agree to adhere to the Code of Ethics developed by the Queensland College of Teachers.

I certify that the above information is correct to the best of my knowledge.

Signature of applicant

Date

Witness

Date

## Section E: Travel requirements

- I understand Australia or host countries have mandatory vaccination requirements. Participants are responsible for ensuring that they take the appropriate immunization precautions for their exchange destination and for international travel to and from Australia in order to participate.
- I understand vaccination or other requirements to travel or participate in the program may be subject to change. These changes could affect the participant's eligibility to participate in the program or to host.
- I understand that the IEU-QNT may require additional information to verify participant eligibility in the event of a change of vaccination, travel or other program requirements.
- I understand that participation in the program may incur additional costs due to unforeseen events, such as but not limited to a sudden change/cancellation of travel plans, testing costs, etc.
- I understand that failure to meet travel requirements may impact participation.

## Section F: Consent to share information

### Consent for sharing personal contact information

By signing below I agree to share my personal contact information (name, address, phone numbers and e-mail addresses) with other past, present and future participants in the teacher exchange program.

**Accepted and agreed:**

Printed name:

Signature:

Date:

### Release and permission to use photographic image and waiver of liability

By signing below I agree to share my personal contact information (name, address, phone numbers and e-mail addresses) within the teacher exchange program.

I am the applicant for the teacher exchange program (the "Exchange Teacher").

*Please read and sign below to give permission to the publication of your information/image. By signing this release I agree that the IEU-QNT may use my likeness and/or photographic image for official purposes.*

I grant the Independent Education Union of Australia – Queensland and Northern Territory branch (IEU-QNT) the right to use the exchange teacher's personal information in the form of photograph/s and photographic negative/s (whether digital or film) on its websites, social media and in publications.

Signing this form, releases and forever discharges the IEU-QNT, its agents, officers and employees, from any and all claims and demands arising out of or in connection with the use of said photographs, including but not limited to, any and all claims for invasion of privacy, defamation, or financial compensation.

**Accepted and agreed:**

Printed name:

Signature:

Date:

## Section G: Applicant signature

It is the applicant's responsibility to ensure that all of the necessary documentation is complete and that all signature and reference pages are completed and enclosed. **PLEASE ENSURE THAT YOU ENTER YOUR FULL NAME AS IT APPEARS ON YOUR PASSPORT. Incomplete applications are unable to be processed.**

As the majority of communication between IEU-QNT and the exchange candidates will be conducted through email, please ensure that you list reliable work and personal email addresses.

The information contained in this application is being obtained for the purpose of participation in the short-term teacher exchange program and will be used for matching and informing exchange counterparts.

Other persons or bodies that may be provided with this information include overseas teacher exchange coordination authorities, prospective exchange counterparts and their principals. Provision of this information is voluntary and will be stored securely.

Printed name:

Signature:

Date:

## Section H: Principal approval

As principal of .....

- (1) have discussed the acceptance of this exchange with the relevant Senior Leader, School Progress and Performance (BCE schools only);
- (2) endorse the application of .....  
(teacher) to participate in the short-term teacher exchange with The Alberta Teachers' Association and attest to the suitability of this candidate for this study exchange;
- (3) agree to accept the return teacher from Alberta in 2025 to job shadow at our school; and
- (4) agree to advise the employing authority, if appropriate, of this exchange.

Principal's printed name:

Signature:

Date: