

# Salary determination for classroom teachers

## Application form

Salary determination is only applicable for classroom teachers. Note: this process does not apply to head teachers, school counsellors or school support staff. If you are in one of these groups, please refer to [Salary and benefits](#) for details about your salary.

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Department ID: \_\_\_\_\_ Email: \_\_\_\_\_

### Complete this section to seek recognition of your prior experience or salary determination

All prior experience **must** be accompanied by a complete statement of service in PDF format for each prior engagement. Complete statements **must include** the following:

- position/s held
- dates worked (start date/end date) for each position if multiple held
- FTE (full time equivalent) or, if part-time, how many days per week for each position held
- unpaid leave details or confirmation that none was taken

If any of the above details are missing from your statements of service, the salary determination will be assessed based on the quantity of verified experience.

Employer	Position held	Start date	End date	FTE	LWOP
					days
					days
					days
					days
					days
					days

I confirm statements of service are included as attachments for each engagement listed above.

### Complete this section if you are applying for a salary determination on the basis of salary matching

Payslip/evidence for proficient classroom teaching service must show the base annual salary in **numbers** (excluding any allowances), within the last 5 years and not be for any leadership/executive position.

If the evidence does not clearly indicate the salary in numbers, **no salary match** will be possible.

Employer: \_\_\_\_\_ Date of payslip/evidence: \_\_\_\_\_

Base annual salary: \_\_\_\_\_ Proficient Teacher achieved date: \_\_\_\_\_

I confirm that I have attached a pay slip to support my application for salary matching.

**Complete this section if you are seeking recognition for pre-service caring for a child**

Pre-service caring must adhere to specific circumstances for it to be considered eligible. Please see the [Salary determination policy](#) for further details.

Name of child	Date of birth	Date claim starts	Date claim ends

- I confirm that I have attached birth certificate(s) to support my application for pre-service caring for a child.

**Declaration**

I confirm:

- The information contained in my application for salary determination and my supporting documentation is a true and accurate record of my employment and/or pre service caring for a child
- I have read and understood the [Salary determination policy](#).

Date:

Signature:

Submit this completed form and all supporting documents to [salarydetermination@det.nsw.edu.au](mailto:salarydetermination@det.nsw.edu.au). More information about salary determination can be found at [Salary and awards](#).