

Expression of interest: Assisted Travel Support Officer

Thank you for your interest in becoming an Assisted Travel Support Officer (ATSO). Please complete the following information so that we can place you on our list of available ATSOs.

HOW TO APPLY

Follow the steps below:

1. Obtain a Working with Children Check (WWCC) number from www.kidsguardian.nsw.gov.au
2. Complete the free anaphylaxis e-training for schools and childcare workers at www.allergy.org.au/patients/anaphylaxis-e-training-schools-and-childcare. Save a copy of the certificate when finished and attach a copy of the certificate with this form.
3. Complete all other required documentation
4. Email this completed form and attach all supporting documents to atso.astp@det.nsw.edu.au

PERSONAL INFORMATION

Title: _____ First name: _____ Last name: _____

Middle name: _____

Previous names (maiden or name changes): _____

Address: _____

Tax file number: _____

Date of birth: _____ Country of birth: _____ Town of birth: _____ Gender: _____

Language(s) spoken at home:* _____

Phone number: _____ Mobile: _____

Email address: _____

Working with Children Check Clearance (WWCC) number: _____ Date: _____

Please tick () the days and times you are available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Equal Employment Opportunity (EEO)

The Department of Education promotes workplace diversity and equal employment opportunity. Successful ATSO applicants are expected to work as part of a team with their driver, whatever their background and regardless of whether they are male or female. ASTP's priority is to get students to and from school safely and reliably, and cannot allocate ATSOs to transport runs based on their personal beliefs or preferences.

* Basic English skills are a requirement of the ATSO role

PREFERENCES

If you have a preference to work for a specific school(s) please provide the details below:

School: _____

School address: _____ Suburb: _____ State: _____ Postcode: _____

If you have a preference to work for a specific contractor, please provide the details below:

Contactor: _____

Run: _____ Transport area: _____

DOCUMENT CHECKLIST

Make sure you complete all the forms in the checklist below. **Your application will not be processed until all these documents are received.**

[Declaration for child-related work: nationally coordinated criminal history check](#)

[Nationally coordinated criminal history check: application and informed consent form](#)

[Superannuation \(super\) standard choice form](#)

[Tax file number declaration](#)

[Bank account details form](#)

[Four identity documents](#)

WWCC confirmation letter

Anaphylaxis e-training certificate (you do not need a supervisor to sign the certificate for this purpose)

First aid certificate (optional).

DECLARATION

I declare that:

- all the information provided in this application is, to the best of my knowledge, true and correct
- I have read and understood the [Department of Education Code of Conduct](#)
- I have read and understood the [Responding to Allegations Against Employees in the Area of Child Protection](#) and [Child protection – NSW Ombudsman](#)
- I have read and abide by the department's child protection policies:
 - [Protecting and Supporting Children and Young People Policy](#)
 - [Child Protection: Allegations Against Employees.](#)

Legal name of applicant: _____

Applicant signature: _____ Date: _____