



**Operations  
People and Culture  
Recruitment Centre**  
Education Centre  
Level 6  
31 Flinders Street  
Adelaide SA 5000

GPO Box 1152  
Adelaide SA 5001  
R 11/10 DX 541  
Ph: 08 8226 1356

Mr Luke Bairstow  
U1 17 Dixon Street  
Clarence Park SA 5034

DECD Id: 4491781 ACKNOWMNT  
Date: 22-OCT-2017

### **AUTHORITY TO TEACH - APPROVED 2018**

**This Application for Employment with DECD is active from 01-JAN-2018 until 31-DEC-2018 and is based on all information provided being current.**

Employment Declaration: (must be updated if there are any changes)	Cleared
<i><b>NB:</b> Any changes in your circumstances must be recorded on your employment declaration</i>	
Proof of Residency - Australian Birth Certificate / Citizenship or Working Visa:	Verified
Teacher Registration: (must be sighted at work site)	Expiry Date: 31-JAN-2020
Responding to Abuse and Neglect - Education and Care Training:	Expiry Date: 31-DEC-2018
Approved First Aid Certificate:	Expiry Date: 19-MAR-2020
Approved for Early Childhood:	No
Home Phone:	A Rated Subjects:
Mobile: 0400 692 475	T Rated Subjects: MI12, MU10
Email: lukebairstow@hotmail.com	N Rated Subjects:
	Skills: ST12

Information about working within DECD is available online, including:

- [Employment Conditions](#)
- [Authority to Teach \(ETR\) or Authority to Work \(EAR\) letters](#)
- [Temporary relief Cluster](#)
- Documentation required for [payment](#)
- The [Employee Information Kiosk \(EIK\)](#), that allows staff to access pay and other relevant information about themselves and their employment, is available once employment has commenced.

Information on how to track your relief claims can be located on the DECD web site at [www.decd.sa.gov.au](http://www.decd.sa.gov.au)

If you are successful in gaining employment in a DECD site you will be provided automatically with a DECD email address which will remain active while you have a job with DECD and for two weeks into the new school year. Access to your LearnLink email can be provided by your school or preschool once you have commenced employment.

Payslips will be sent electronically through your Learnlink email or be available through the EIK.

All DECD employees are expected to adhere to the [Code of Ethics for the South Australian Public Sector](#)

I recommend that you familiarise yourself with this document before accepting any employment with DECD.

**Please Note:** It is the APPLICANT'S RESPONSIBILITY to keep their application up to date to ensure the information is correct.

**BEFORE COMMENCING EMPLOYMENT YOU MUST GIVE A COPY OF THIS LETTER TO EVERY SITE IN WHICH YOU ARE SEEKING EMPLOYMENT**

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Anne Kibble', with a horizontal line underneath the first part of the signature.

Anne Kibble  
**Assistant Director**  
**People & Culture Operations**