# Application checklist and declaration

Applicants for the Trade to Teach Internship Program should review the information provided in the factsheet and FAQs on the [Teach Queensland website](http://www.qld.gov.au/tradetoteach) prior to submitting an online application through the [Smart Jobs website.](https://smartjobs.qld.gov.au/jobs/QLD-CO443151-22)

Applicants are required to complete an online questionnaire (once logged onto the Smart Jobs account) and upload all the requested supporting documentation listed in the table below:

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| 1. **Trade certificate(s)**   Copy of official certificate(s) and transcript. *Copies of qualifications can be obtained from the training provider where you completed your trade qualification(s).* |
| 1. **Résume**   *The resume should be current and include: employment history, skills and competencies, educational achievements, volunteer/work experience opportunities, and community involvement etc. along with a list of any awards or scholarships received.* |
| 1. **Evidence of Date of Birth**   *Please provide a copy of one of the following documents: birth certificate, passport, drivers licence* |
| 1. **Evidence of Australian Citizenship/permanent residency**   *Please provide a copy of one of the following documents: birth certificate, passport, Australian Citizenship certificate, residency visa/permit* |
| 1. **Applicant Declaration**  * I have read and understand the information provided on the Fact Sheet including the application and selection process and the internship program offer and conditions. * On acceptance into the program, I will provide evidence of my enrolment acceptance for Initial Teacher Education (secondary) study at Central Queensland University or University of Southern Queensland in Term 1, 2023. * I confirm the information provided in this application is true and accurate to the best of my knowledge and agree to notify the department of any changes by \*[email](mailto:tradetoteach@qed.qld.gov.au) to the information provided in this application as soon as possible * I will attach the documentation requested above *(including this signed declaration)* to my online Smart Jobs application or by \*[email](mailto:tradetoteach@qed.qld.gov.au) and understand that failure to provide the documentation requested above by 11:59pm on 9 October 2022, will result in an incomplete application and will not be forwarded to the selection panel for consideration.   Name:  Signed: Date: |

*\*There is a limit to the size of files or attachments (max 2mb each) that can be loaded with your application on the* [*Smart Jobs and Careers websit*](https://smartjobs.qld.gov.au/jobs/QLD-CO443151-22)*e. If you experience difficulty uploading documents try (a) reducing the document size (b) only upload what is requested above (c) try Chrome or Microsoft Edge. If this doesn’t work (or you’re unsure) please* [*email*](mailto:tradetoteach@qed.qld.gov.au) *the documents to the Trade to Teach Internship project team by* ***11.59pm 9 October 2022.***