

# Eligibility and application instructions

## Employable ancillary register (EAR)

### Ancillary employment with the Department for Education in South Australia

- [School support office](#) (SSO).
- [Early childhood worker](#) (ECW).
- [Aboriginal community education officer](#) (ACEO)
- [Government services employee](#) (groundsperson).
- [Hourly paid instructors](#) (HPI)

### Application instructions

To be eligible to gain employment with the Department for Education in South Australia you need to complete an online application and meet all minimum requirements for employment. Once you have done this you will receive an email with an [Authority to Work](#) certificate attached.

If you start an application but do not meet all minimum requirements for employment you will receive a letter attached to an email, saying your application is Not Approved. The letter will identify what is **required** or **expired** (check the dates) in your application which you need to add or update to gain approval to work.

You are able to apply for an advertised position at any time without an [Authority to Work](#), however you cannot commence employment if you win a position unless you have your [Authority to Work](#) and so all minimum requirements must be completed before you commence work.

### Minimum requirements for employment include;

- An online application for an [advertised position](#) or an application through the [Employable Ancillary Register \(EAR\)](#). **NB:** The EAR application enables you to select and be matched against multiple sites in which you want to work, whereas applying for an advertised position only matches you against one site.
- Evidence of identity for verification of Australian residency. This could be an Australian birth certificate or passport, residency permit or an overseas birth certificate or passport with a work visa. Ensure you provide every document of name change including marriage or dipole certificates and always include any middle name/s if you have any.
- provide evidence of a current [relevant history screening](#) (Department for Human Resources Child-Related employment screening)
- A FULL day (7 hour) face to face [Responding to Abuse and Neglect training](#), and regular tri yearly updates after your Full day training.
- A comprehensive and accurately **completed pre-employment declaration** which is used within the South Australian public sector.

Information in this declaration is necessary to assess the suitability of applicants to be offered employment in the Department for Education.

Some information is necessary to seek to ensure the Crown and responsible officers of the Crown comply with their obligations under the Work Health and Safety Act 2012.

The information in this declaration is collected and managed in accordance with the State Records Act 1997 and destruction schedules issued under that Act, and the Cabinet Administrative Instruction 1/89 known as the Information Privacy Principles Instruction and Premier and Cabinet Circular No. 12.

## Early childhood certification

In addition to the requirements above early childhood workers or support officers must:

- Hold the minimum of a certificate III Children Services or Education Support or be actively working towards gaining one of these certificates.

The department strongly recommends that temporary Early Childhood Workers (ECWs) or School Services Officers (SSOs) seeking employment in an early childhood program consider gaining the [HLTAID004 Provide an emergency first aid response in an education and care setting training](#) to improve their employment opportunities.

As an alternative, if someone already has Apply or Provide First Aid training, they can complete additional anaphylaxis and asthma training. This will make up the recommended training required in early childhood programs.

### Please note:

- The help screens contain information that will assist you in each application section.
- Ensure all information provided is accurate and correct; if your situation changes at any time you are required to update your employable ancillary register (EAR) application.
- Review your application before submitting. Your information will be available to sites so accuracy is important.
- Do not withdraw your application unless you no longer wish to be considered for employment. If you do withdraw your employable ancillary register (EAR) you are able to reinstate it yourself at any time.
- Ensure that you are using a valid email address as this is the main communication method the department will use to communicate with you.
- Please note: if you are no longer seeking employment with the Department for Education please withdraw your application. Go to 'current applications', find the relevant application and change the status to 'withdrawn permanently', then click on 'save'.