**Emergency Staffing Scheme Application**

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| Application information | | | | | | | | | | | |
| School Name |  | | | | | | School no. | | |  | |
| Contact Email |  | | | | | | | | | | |
| ESS Teacher’s Name |  | | | | | | MOE no. | | |  | |
| Place of residence |  | | | | | | | | | | |
| Appointment details | | | | | | | | | | | |
| Period of ESS appointment | | From to | | Period of this claim | | | | From to | | | |
| For teachers living at normal place of residence: | | | | | | | | | | | |
| Daily travel between normal place of residence and school: days x km per day @ 79c per km= $ | | | | | | | | | | | |
| For Teachers living away from normal place of residence: | | | | | | | | | | | |
| Travel from normal place of residence to take up an appointment | | | | | km@79c per km | | | | | | **$** |
| Travel to normal place of residence at end of appointment | | | | | km@79c per km | | | | | | **$** |
| Accommodation Allowance (includes weekends/excludes school holidays) | | | | | Actual expenses up to $110 per day | | | | | | **$** |
| Return travel to normal place of residence for holiday period (if applicable) | | | | | km@79c per km | | | | | | **$** |
|  | | | | | Total claim | | | | | | **$** |
| Application must include:  A copy of the letter from the ESS regional co-ordinator confirming the ESS teacher’s appointment  Evidence of payment of these expenses to the ESS teacher from Board funds | | | | | | | | | | | |
| Certification I certify that I have checked the information on this form, to the best of my knowledge, is true and correct in every particular | | | | | | | | | | | |
| Board of Trustees Chairperson signature: | | |  | | | Date: | | |  | | |
| ESS Teacher signature: | | |  | | | Date: | | |  | | |