



## SALARY RECLASSIFICATION (SR) REQUEST FORM VL777

In order for a Salary Reclassification to be processed, the Department requires specific information from the applicant. Refer to the [Guidelines for completing the VL777 form](#).

All relevant sections of this form must be completed.

Allow two weeks for processing. Your thorough and accurate completion of details on this form will greatly assist in the processing of your Salary Reclassification request. An acknowledgment of receipt of your request will be sent to you within 2 working days.

**NB:** If you require information regarding your Long Service Leave (LSL) entitlements do not complete this form. Contact Shared Services Ph 8462 1305 and press 1 for Payroll or email: [EDUPayrollDoc@sa.gov.au](mailto:EDUPayrollDoc@sa.gov.au)

### Section 1: PERSONAL DETAILS

Family Name	Given Name(s)	
Previous Surname (If applicable)	Change of Name	
Date of Birth	ID Numbers	List all ID numbers provided by the Department

Attach all supporting evidence. (Refer to VL778 Guidelines page 2)

### Section 2: REQUIRED INFORMATION

Indicate that which is appropriate to you by placing an **X** in one or more boxes. (Check the **Salary Reclassification Guidelines (SR)** for information on how to complete this section).

Teaching with the Department for the first time – Please indicate: Graduate Overseas Interstate Other

- ☐ Termination Date: Re-employment Date with the Department:
- ☐ Transferring of Service within Start: Finish:
- ☐ Reassessment after gaining additional qualifications
- ☐ Reassessment after completing additional teaching service in a non the Department education site
- ☐ Any other information - provide details in your emailed response

### COMPLETE SECTION 3 AND / OR SECTION 4

#### SECTION 3: TEACHING SERVICE ACKNOWLEDGEMENT

If you have previously been employed by one or more education authorities **other than the Department**, you are required to forward a copy of your Statement of (Teaching) Service (SOS), obtained from your former employer/s, to quantify your teaching experience for salary classification.

Requirements regarding the exact content of the Statement of Service are listed in the **SR Guidelines**.

Be aware that **ALL** requirements need to be met before your request can be actioned.

Copy of Statement(s) of (Teaching) Service included as attachment(s)

#### SECTION 4: QUALIFICATIONS

Attach to this (SR) Request form **ALL** relevant documents for assessment and indicate with an **X** the documents that you will be attaching:

Official Parchment(s) from the relevant education authority indicating qualification(s)

Copy of Official Academic Transcript

If your qualifications have been assessed by the TRB\*\*, provide a copy of the Assessment of Qualifications.

If you have been assessed by AEI-NOOSR\* for overseas qualifications, provide a copy of your Assessment Advice.

\* National Office of Overseas Skills and Recognition (AEI-NOOSR).

\*\* Teacher's Registration Board (TRB)

### Section 5: DECLARATION

Place an X in box to declare to the best of your knowledge that the information that I have provided on this form is true and correct.

Date