



Confidential - Application for Employment Form (Business Services Staff)

Position: _____

Advertised

Expression of interest

Relief / Casual / Register

Section 1: Applicant Personal Details

Surname _____ Title _____ Previous surname/s _____

Given names _____ Preferred names _____

Date of birth _____ (Optional) Sex (M or F) _____

Place of birth _____

Residential address _____ Postcode _____

Postal address _____ Postcode _____

Telephone Home _____ Alternative contact number _____

Fax _____ Email _____

Mobile _____

(Please circle response)

Have you ever previously been employed at St Michael's Collegiate? Yes / No

If yes, when _____ (please circle) Casual Temporary Permanent

Are you currently employed? Yes / No

Section 2: Additional Personal and ID Information

Citizenship/residency status

Are you an Australian citizen or a permanent resident of Australia? Yes / No

If no, attach a statement giving details

Criminal convictions

Have you ever been convicted in a court of law for any offence, other than a traffic offence or an offence which you do not have to disclose by virtue of the provision of the *Criminal Law (Rehabilitation of Offenders) Act 1986*? Yes / No

Suitability for Child Related Employment (RWVP)

It is a mandatory requirement of employment that all employees hold current working with Children Registration.

Registration number _____ Expiry Date _____

Your referees will be asked whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? Yes / No

If you ticked yes for any of the above questions, you will be required to provide details in an envelope marked *Confidential*

Other employment

Are you currently on leave from any Commonwealth, State Government department or private sector organisation? If yes, attach a statement giving details

Yes / No

Section 3: Employment History

Please list your previous employers in chronological order (attach a separate sheet if there is insufficient space)

Employer	Position Title	Work Status F/P/T/C	Employed From		Employed To

Section 4: Educational Qualifications

Please list any qualifications, the institution, date completed – in chronological order (attach a separate sheet if there is insufficient space).

Qualification	Name of Institution	Course completion date/year

Section 5: Referees

Please list your referees below.

Name	Type of Reference (personal/professional)	Position Title	Company	Phone Number

Section 6: Certificated copies of qualifications (including academic results as applicable)

Section 7: Additional courses completed (not list in Section 4 above)

Section 8: Professional Associations (*please list your membership and positions held*)

Section 9: Activities/Hobbies/Outside Interests (*please list*)

Section 10: Is your present employer aware of this application/enquiry? **Yes / No**

Section 11: By what date would you be able to take up a new appointment? _____

Section 12: Current pay rate? _____
(certified verification required)

Section 13: Applicant's Declaration

I certify that the information contained in this application is a true and correct statement of my particulars, qualification, training, experience and competencies. I understand that statements found to be false within my knowledge may make me liable for immediate dismissal.

Signature:

Date:

**PLEASE SEND THIS FORM COMPLETED WITH YOUR RESUME
AND APPLICATION**

For information about collection of personal information and how the School manages personal information provided to it or collected by it please refer to the School's Privacy Policy and Standard Collection Notice which are on our website or available from Reception at the Senior, Middle or Junior Schools.