

Application for employment



Personal details (please ensure your full name and D.O.B. is included)

Title (Miss, Ms, Mrs, Mr, Dr)	Surname/Family name
Given names(s)	Preferred name
Former name(s)	Date of birth
Residential address	
Suburb	Postcode
Contact number	Email
Religious affiliation	Parish (of Worship)

Position for which application is made

Advertised position (please specify):

Personal education history

Tertiary (most recent/relevant qualification/s)

Name of Institution

From - to dates

Other or Secondary Education (name of School/Institution)

From - to dates

Employment history

Employer (most current)

Position title

Reason for leaving

From - to dates

Employer

Position title

Reason for leaving

From - to dates

Employer

Position title

Reason for leaving

From - to dates

Professional development (relevant to this role)

Activity/Study/Training

Facilitator/Organisation

From - to dates

Activity/Study/Training

Facilitator/Organisation

From - to dates

Activity/Study/Training

Facilitator/Organisation

From - to dates

Referees

Name	Position title
Organisation	Contact number
Name	Position title
Organisation	Contact number
Name	Position title
Organisation	Contact number

* At least one referee must have been an immediate manager/leader.

** For non teaching positions, referees will not be contacted without prior notification/approval of the applicant.

Current certifications (as applicable)

<input type="checkbox"/> Responding to Abuse and Neglect (RAN)	Expiry date	
<input type="checkbox"/> Provide First Aid or Senior First Aid	Expiry date	
<input type="checkbox"/> Working with Children (WWCC)/DSCI Clearance	Expiry date	
<input type="checkbox"/> Teacher's Registration	Expiry date	Registration number

Declaration – confidential

Please respond to the questions below and sign the Declaration at the end of this form:

1. Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (tick “no” where an expiation notice only was received)	<input type="radio"/> YES	<input type="radio"/> NO
2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?	<input type="radio"/> YES	<input type="radio"/> NO
3. Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee?	<input type="radio"/> YES	<input type="radio"/> NO
4. Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services?	<input type="radio"/> YES	<input type="radio"/> NO
5. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?	<input type="radio"/> YES	<input type="radio"/> NO
6. (If applicable) Do you have conditions on your SA Teacher registration?	<input type="radio"/> YES	<input type="radio"/> NO

Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal/Director (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Principal / Director (or their delegates) and me.

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

Further Information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed. The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the Principal / Director should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the Principal/Director immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to CESA.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed	Date
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Collection notice and affirmation

We collect and record this information in order to assess your application. In accordance with Privacy legislation you have the right to notify us and make any updates or corrections. All information that relates to the privacy of individuals will be held at the College in a secure place and only accessed by the Principal or Delegated Person of Responsibility.

I have read the Privacy Policy AND Code of Conduct on the College Website Employment Page	<input type="radio"/> YES	<input type="radio"/> NO
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- I agree to comply with all relevant legislation, college policies and procedures and to follow all reasonable instructions while on College property and/or while undertaking duties for the College
- I agree to keep confidential, any personal or sensitive information of which I become aware through my involvement with the College
- I understand that a range of screening procedures, including a WWCC, are required for all Staff

Name	Signed	Date
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If insufficient space on this form, please attach additional information as necessary.

Further Information and How to Apply details found at www.shc.sa.edu.au

Current certifications (as applicable)

Email: employment@shc.sa.edu.au

OR

Post: Sacred Heart College Marcellin Campus
Attention - Human Resources
195 Brighton Road
Somerton Park SA 5044