

# APPLICATION FOR NON TEACHING POSITION

Siena College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child connected work:

- Working with Children Check status, or similar check
- Proof of personal identity and any professional or other qualifications
- The person's history of work involving children
- References that address the person's suitability for the job and working with children

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

To apply for this position you must be eligible to work in Australia.

Short listed applicants will be asked to bring originals or certified copies of transcripts to the interview.

I wish to apply for employment to the \_\_\_\_\_ position  
 advertised in the \_\_\_\_\_  
 (Newspaper, Website, etc.) (Date)

## PERSONAL DETAILS

Title:  Dr  Fr  Br  Sr  Mr  Mrs  Ms  Miss

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Religion (optional): \_\_\_\_\_ Marital Status (optional): \_\_\_\_\_

## EDUCATION / QUALIFICATIONS

*Include the date of each qualification and the name of the awarding institution*

### Secondary School Qualifications (e.g. HSC, VCE, etc.)

Qualification: \_\_\_\_\_ Institution: \_\_\_\_\_ Year Completed: \_\_\_\_\_

### Professional Qualifications (e.g. AASA, B.Comm, Clerk of Works Cert., Cert IV., etc.)

Qualification: \_\_\_\_\_ Institution: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Qualification: \_\_\_\_\_ Institution: \_\_\_\_\_ Year Completed: \_\_\_\_\_

### Additional Qualifications

Qualification: \_\_\_\_\_ Institution: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Qualification: \_\_\_\_\_ Institution: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Qualification: \_\_\_\_\_ Institution: \_\_\_\_\_ Year Completed: \_\_\_\_\_

## Registration / Membership of Professional Body

Organisation's Name: \_\_\_\_\_ Position: \_\_\_\_\_ Registration Number: \_\_\_\_\_

## CURRENT EMPLOYMENT

Current Place of Employment: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Date Commenced: \_\_\_\_\_

Duties: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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### PREVIOUS EMPLOYMENT

You must list ALL previous employers. If more space is required, please attached a separate sheet

Employer's Name and Address:	
Position:	Period of Service (From/To):
Duties:	
Employer's Name and Address:	
Position:	Period of Service (From/To):
Duties:	
Employer's Name and Address:	
Position:	Period of Service (From/To):
Duties:	
Employer's Name and Address:	
Position:	Period of Service (From/To):
Duties:	
Employer's Name and Address:	
Position:	Period of Service (From/To):
Duties:	
Employer's Name and Address:	
Position:	Period of Service (From/To):
Duties:	

### VOLUNTEER WORK OR COMMUNITY EXPERIENCE

You must list ALL previous places of volunteer work where such work involved children. If more space is required, please attach a separate sheet

Organisation's Name and Address:	Dates (From/To):
Position/Duties:	
Organisation's Name and Address:	Dates (From/To):
Position/Duties:	
Organisation's Name and Address:	Dates (From/To):
Position/Duties:	
Organisation's Name and Address:	Dates (From/To):
Position/Duties:	

### ADDITIONAL INFORMATION

What is your reason for applying for a position at Siena College?

### LIST THREE REFEREES

Name	Position	Institution / Company	Contact Number

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### PRE EMPLOYMENT DISCLOSURE QUESTIONS

It is an inherent requirement of the position that you be a person suitable to work in child connected work. Each of the following questions is relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

1. **Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?**

No  Yes If yes, please provide details:

2. **Have you ever been the subject of an allegation of improper or unprofessional conduct which has been substantiated by an employer or other body?**

No  Yes If yes, please provide details:

3. **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?**

No  Yes If yes, please provide details:

4. **Do you consent to the prospective employer contacting the appropriate person at any or all of your former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1 to 3 above and to ask about your suitability to work with children?**

No  Yes If no, this will be discussed further if you are offered an interview

### APPLICANT DECLARATION

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check and Working with Children Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any or all previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child connected work. I understand and accept that my appointment to this position requires compliance with the school's child safety policy and code of conduct. I have read and understand the school's child safety policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education.

I have read and understand the Statement of Principles Regarding Catholic Education.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_