



APPLICATION FOR NON-TEACHING POSITION

Marymede Catholic College is committed to child safety and is legally required to obtain the following information about a person who has applied for a position at the College:

- History of work involving children
- References that address the person's suitability for the position (must include current employer)

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

The successful applicant will be asked to provide copies of proof of personal identity and academic transcripts.

I wish to apply for the position of _____

Doreen campus ☐

South Morang campus ☐

Either campus ☐

Full-time ☐

Part-time ☐

PERSONAL DETAILS

Title: ☐ Dr ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

Surname: _____ Given Name(s): _____

Address: _____ Postcode: _____

Mobile Phone: _____ Home Phone: _____

Email: _____ Religion (optional): _____

EDUCATION / QUALIFICATIONS

Secondary School Qualifications (e.g. VCE)

Qualification: _____ Institution: _____ Year: _____

Professional Qualifications (e.g. D.Ed., M.Ed., etc.)

Qualification: _____ Institution: _____ Year: _____

Qualification: _____ Institution: _____ Year: _____

Working With Children Check (WWCC)

WWCC Card Number: _____ Expiry Date: _____

National Police Check

Expiry Date _____

APPLICATION FOR NON-TEACHING POSITION

CURRENT EMPLOYMENT

Current Employer: _____

Address: _____

Position: _____ Date Commenced: _____

Duties: _____

PREVIOUS EMPLOYMENT

Employer: _____

Position: _____ Period of Service: (From/To) _____

Duties: _____

Period of Service (From/To): _____ No. of years: _____ Full or Part Time: _____

Employer: _____

Position: _____ Period of Service: (From/To) _____

Duties: _____

Period of Service (From/To): _____ No. of years: _____ Full or Part Time: _____

Employer: _____

Position: _____ Period of Service: (From/To) _____

Duties: _____

Period of Service (From/To): _____ No. of years: _____ Full or Part Time: _____

PARISH/CHURCH INVOLVEMENT

Position/Duties: _____ Dates (From/To): _____

VOLUNTEER WORK OR COMMUNITY EXPERIENCE

Organisation's name: _____ Dates (From/To): _____

Position/Duties: _____

Organisation's name: _____ Dates (From/To): _____

Position/Duties: _____

REFEREES

Name: _____ Contact Number: _____

Position: _____ Organisation: _____

Name: _____ Contact Number: _____

Position: _____ Organisation: _____

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PRE-EMPLOYMENT DISCLOSURE QUESTIONS

1. Have you ever had any disciplinary actions 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 inappropriate 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. Have you ever been in breach of any requirements of the *Working with Children Act 2005* or *National Police Record Check*, according to an assessment notice made?

☐ No

☐ Yes

If yes, please provide details:

APPLICANT DECLARATION

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

I understand that any wilfully 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.

Signature: _____

Date: _____

Please email this completed form, together with your:

- Letter of application
- Key Selection Criteria
- Curriculum Vitae
- Copies of:
 - Working with Children Card
 - Proof of Identity
 - Academic Qualifications

To: Timothy Newcomb
Principal
Marymede Catholic College
Email: hr@marymede.vic.edu.au