



EMPLOYMENT APPLICATION FORM

Position applied for:

Where did you see the advertisement for the position for which you are applying?		
Newspaper	Seek.com	Other

Personal Information

Last name (Block letters)	Other names	Title

Home address	
Postal address	

Contact Details		
Home Phone		Business Phone
Mobile		
Fax number		Email

Emergency Contact	
Name	Phone number

Health

Have you any medical condition which may affect your capacity or suitability to perform

the duties of the position for which you have applied? No Yes

If yes, please provide details:

Education Information

(Only provide specific information on this section where you have not provided it in an accompanying CV)

Secondary

School	Years of attendance	Level Attained

Tertiary

Name and location of institute	Years of attendance	Degree, Diploma or Certificate conferred

N.B Production of Evidence of Qualifications and Statement of Service

Please attach copies of evidence of academic qualifications and evidence of years of teaching (where applicable).

Enclose only **copies** of original documents. Shortlisted applicants will need to produce original documentation at interview

Other educational, professional or technical qualifications (including short courses)

Do you hold a current First Aid Certificate? No Yes

Professional Associations

List any professional associations of which you are a member

Co-curriculum

All teaching staff at Santa Sabina are expected to be involved in the co-curricular life of the school, for example, coaching a sport team, managing a sport code, coaching debating or a Future Problem solving team, involvement with a social justice group. Please specify any particular expertise or interest you may have in the area of co-curriculum.

Employment Information

(Only provide specific information in this section where you have not provided it in an accompanying CV)

Indicate in order previous positions held, commencing with the **most recent position**.

Past employment

From	To	Name and Location of Employer	Position Held	Reason for Leaving

Please indicate any positions of **special responsibility** you have held or other experience relevant to this application

Current teacher classification (if applicable)

Years Trained:

Step:

Other Information

Referees

Please provide the name and contact details of three persons to whom reference may be made in regard to professional competency and character. One of these persons must be a recent employer.

Please note, referees may be contacted at any stage in the recruitment process.

Therefore, you should ensure that you have advised them that they may be contacted to discuss your application.

Name

Employer and position

Phone

2. Name

Employer and position

Phone

3. Name

Employer and position

Phone

Working with Children Check

Prior to interview you will be required to sign an "Employment Screening Consent Form" which enables the school to fulfil its responsibilities under the NSW Child Protection (prohibited Employment) Act 1998. The successful applicant will be required to sign a "Prohibited Employment Declaration" as a condition of employment.

Proof of Identification

Proof of identification will be required from the successful applicant (eg Drivers Licence or Passport).

Declaration

I certify that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omission may result in non-acceptance of this application and/or termination of employment.

Signature: _____ **Date:** _____

Please return completed application form together with required copies of documents and your CV to:

**College Principal
Santa Sabina College
90 The Boulevard
STRATHFIELD NSW 2135**

1. In applying for this position you will be providing Santa Sabina College with personal information.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to access your application.
3. You agree that we may store this information for 3 months.
4. You may seek access to your personal information that we hold if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent.
6. Where you have provided us with the personal information of others, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties.