



Application for Employment

Personal Details

| | |
|--------------------------------|----------------------|
| Title (Miss, Ms, Mrs, Mr, Dr): | Surname/Family Name: |
| Given Name(s): | Preferred Name: |
| Former Name(s): | Date of Birth: |
| Residential Address: | |
| Suburb: | Post Code: |
| Email: | |
| Contact Number: | |
| Religious Affiliation: | Parish: (of Worship) |

Position for which application is made

Advertised Position (Please Specify):

Current Certifications (as applicable)

| | | | | |
|---------------------------------------|--------------------------|--------------|---|---|
| Responding to Abuse & Neglect (RAN) | <input type="checkbox"/> | Expiry Date: | / | / |
| Provide First Aid or Senior First Aid | <input type="checkbox"/> | Expiry Date: | / | / |
| Working with Children/DSCI Clearance | <input type="checkbox"/> | Expiry Date: | / | / |
| Teacher's Registration | <input type="checkbox"/> | Expiry Date: | / | / |
| Registration Number: | | | | |

Employment History

| | | | |
|--------------------------|-----|-----------|-----|
| Employer (Most Current): | | | |
| Position Title: | | | |
| Responsibilities: | | | |
| Start Date: | / / | End Date: | / / |

Experience, Qualities or Aspirations you will bring to this role

Referees

Name: _____ Position Title: _____
Organisation: _____
Contact Number: _____
Email: _____

Name: _____ Position Title: _____
Organisation: _____
Contact Number: _____
Email: _____

Name: _____ Position Title: _____
Organisation: _____
Contact Number: _____
Email: _____

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 or arrested, reported for or pleaded or found guilty of any criminal offence? (tick "No" where an expiation notice was only received) | <input type="checkbox"/> Yes | <input type="checkbox"/> 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="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Are you currently the subject of an investigation or process being undertaken by your employer, a regulator/registrar or police? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. (a) Have you ever been the subject of adverse findings in the course of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) If no to question 4 (a), did you resign during the course of a process/investigation and prior to any findings being made? | <input type="checkbox"/> N/A | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. (a) Have you ever been the subject of adverse findings relating to allegations of misconduct by you including 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="checkbox"/> Yes | <input type="checkbox"/> No |
| (b) If no to question 5 (a), did you resign during the course of a process/investigation and prior to any findings being made? | <input type="checkbox"/> N/A | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. 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="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. (If applicable) Do you have conditions on your SA teacher registration? | <input type="checkbox"/> N/A | <input type="checkbox"/> Yes <input type="checkbox"/> 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.

Signature:

Date: / /

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.

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 Police Clearance, are required for all Staff.

Name: _____

Signature: _____

Date: / /

If insufficient space on this form, please attach additional information as necessary. Further information and how to apply details found at www.rostrevor.sa.edu.au/about/employment

Completed applications must be sent to:

Email: employment@rostrevor.sa.edu.au