



Where did you see the position advertised?

Sydney Morning Herald  
College Website  
SEEK  
Other \_\_\_\_\_

## EMPLOYMENT APPLICATION FORM NON TEACHING

Position applied for: \_\_\_\_\_

### SECTION A - PERSONAL DETAILS

(Please use block letters)

SURNAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_ TITLE: \_\_\_\_\_

FORMER NAMES IF APPLICABLE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_ **Postcode:** \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_ **Postcode:** \_\_\_\_\_

TELEPHONE: Home \_\_\_\_\_ Business \_\_\_\_\_ Mobile \_\_\_\_\_

FAX NO/s: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RELIGION: \_\_\_\_\_ PARISH: \_\_\_\_\_

*(Not all staff members at St Clare's College are Catholic. Every staff member is however, expected to actively support the Catholic, and St Clare ethos of the School.)*

HEALTH: General state of health? \_\_\_\_\_

Days absent from work due to illness last year? \_\_\_\_\_ Do you have a medical condition/disability which may prevent you from performing the role for which you have applied for at St Clare's College Waverley? **YES/NO**

If yes, please provide details \_\_\_\_\_

Have you had any previous Workers' Compensation claims? **YES/NO**

If yes, please provide details \_\_\_\_\_

Do you smoke? **YES/NO**

**CRIMINAL HISTORY CHECK:** It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Relevant Criminal History, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.

**Declaration.** I have:

- Convictions of sexual and/or drug offences..... **YES/NO**
- Convictions of other criminal offences, within the last 10 years ..... **YES/NO**
- Child sexual assault charges dealt with under Section 556A of the NSW Crime Act 1990 ..... **YES/NO**
- Child sexual assault charges under other Acts ..... **YES/NO**
- Charges that have not been heard carrying a penalty of 12 months or more imprisonment ..... **YES/NO**
- Been subject to disciplinary action in relation to sexual misconduct or harassment ..... **YES/NO**

## SECTION B - EDUCATIONAL

**SECONDARY:**

School/s Attended	Years of attendance	Examination attempted	Certificate/s Awarded

**TERTIARY:**

Name and location of institution	Name and location of institution	Degree / Diploma / Certificate conferred

## SECTION C - EMPLOYMENT

Please indicate in order previous position held, commencing with the **most recent position**.  
 Particulars must be furnished for gaps in periods of employment.

Name and address of current employer \_\_\_\_\_

Name of Principal/Supervisor \_\_\_\_\_

Period of employment. From ..... To .....

Position held \_\_\_\_\_

Main duties and responsibilities \_\_\_\_\_

Current salary \_\_\_\_\_

**PAST EMPLOYMENT:**

From	To	Name and Address of Employer	Position held	Reason for leaving

From	To	Name and Address of Employer	Position held	Reason for leaving

**REFEREES:**

State the name, occupation and address of three persons to whom reference may be made in regard to character and professional competency - one of these persons must be a recent employer:

NAME	OCCUPATION	PHONE NO

*I have advised the above referees that they have been included on this application form and they have agreed to discuss my application with a member of the selection panel.*

**DECLARATION:**

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

SIGNATURE:

DATE:

**Please return completed form to:**

**Yvonne Nicholls  
Business Manager  
St Clare's College Waverley  
41-51 Carrington Road  
Waverley NSW 2024**

**FAX: 9389 3503**

1. In applying for this position you will be providing St Clare's College Waverley with personal information.
2. We will not disclose this information to a third party without your consent.
3. We are required to conduct a criminal record check and to collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law.
4. 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 College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

THANK YOU