



## Application for Employment

St Francis Catholic College is committed to child safety and is legally required to obtain the following information about a person who is 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 College 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).

I wish to apply for employment for the \_\_\_\_\_ position advertised in the

on

\_\_\_\_\_  
(Newspaper, Website, etc)

\_\_\_\_\_  
(Date)

PERSONAL	Title	
	Full Name	
	Address	
	Phone Number	
	Email	
TEACHING POSITION  You must hold a Victorian Institute of Teaching registration for this role as it is a requirement.	VIT Registration Number	
	VIT Registration Type	
	VIT Registration Expiry	
	Accreditation to Teach in a Catholic School	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please attach this form with the application form
	Accreditation to Teach Religious Education	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please attach this form with the application form
NON-TEACHING POSITION  You must hold or be able to obtain a Victorian Working with Children Check and a National Police Check.	Working with Children Check Number	Please attach this form with the application form – if held
	Working with Children Check Expiry	Please attach this form with the application form – if held
	National Police Check	YES <input type="checkbox"/> NO <input type="checkbox"/> Please attach this form with the application form – if held



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QUALIFICATIONS	Qualification Type	List below:	Year Completed	List below:
Academic qualifications (Secondary/Tertiary) including those for Religious Education.				
	Other Qualifications  (First Aid, CPR, Anaphylaxis, Asthma, Mandatory Reporting)	Please attach all documents with the application form – if held		
PROOF OF IDENTITY	Driver License – Australian Citizens	Please attach this document with the application form.		
	Passport – International Applicants	Please attach this document and any visa documents with the application form.		
SUPPORTING DOCUMENTS  Please upload doc or pdf format only.	Cover Letter	You must attach this document with the application form.		
	Resume	You must attach this document with the application form.  Please ensure to include your <b>entire work history</b> , including any volunteer work that involves children in your resume.		

### Pre-employment Disclosure Questions

It is an inherent requirement of the position that you be a person suitable to work with children. Each of the following questions are 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?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	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?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please provide details.
3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please provide details.



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4. Have you been subjected to any investigation by an employer or any other body	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please provide details.
5. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including Principals) to confirm the accuracy of your answers in questions 1–4 above and to ask about your suitability to work with children?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, this will be discussed further if you are offered an interview.

### 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. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or 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 and Wellbeing Policy and Child Safety Code of Conduct. I have read and understand the School's Child Safety and Wellbeing Policy and Child Safety 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.

I acknowledge that I have received a copy of the Privacy Collection Notice - Job Applicants.

Signature:

Date: