



# Catholic Regional College Sydenham

*Every Student - Every Pathway*

## Application for Employment

Catholic Regional College Sydenham is committed to child safety and is legally required to obtain the following information about a person whom it 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 (unless otherwise specified). 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 prospective employer 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).

### 1. Personal Details

Title	Given name(s)	Surname

Date of Birth (dd/mm/yyyy)	Home Phone	Mobile

Home Address (number, street name and type, suburb, postcode)

Email Address

Emergency Contact	
Name:	Phone:
Relationship:	

### 2. Pre-Employment Disclosure Questions

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. 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.**

- 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  No
- 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  No
- Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?  Yes  No

**If you answered Yes to any of the above, please complete section 6 of this application.**

- Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?  Yes  No

3. Qualifications		
Qualification attained	Year Completed	Name of Institution

4. Teaching / Training Experience (teaching applications only)	
Year Level	Subject/Course/Program

5. Professional Association/s

6. Current Employment	
Employer Name:	
Position:	
Start Date:	Phone Number:
Duties:	

7. Parish / Community Involvement		

8. Accreditation / Registration (teaching applications only)		
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I am accredited to teach in a Catholic school:		
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<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Copy attached
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I am accredited to teach Religious Education:		
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<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Copy attached
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I am registered with Victorian Institute of Teaching (VIT):		
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<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Copy attached
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I am registered with another relevant governing body:		
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<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Copy attached
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9. Referees		
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1. Name and Position:		
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Position:		
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Contact Information:		
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2. Name and Position:		
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Position:		
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Contact Information:		
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3. Name and Position:		
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Position:		
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Contact Information:		
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**10. Personal Disclosure**

I have personal information I wish (or am required) to disclose to the College	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> I answered yes to a question in section 2 of this application. <input type="checkbox"/> I wish to disclose other personal information in good faith, because I feel it may be relevant to this application and my continued employment at the College.	

Details of disclosure (please provide an attachment if further space is required):

**Application 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-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education.

Signature:	Date:
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