



## APPLICATION FOR NON-TEACHING POSITION

Marymede Catholic College is committed to child safety and is legally required to obtain the following information about a person who has applied for a position at the College:

- History of work involving children
- References that address the person's suitability for the position (must include current employer)

To apply for this position, you must be eligible to work in Australia.

The successful applicant will be asked to provide copies of proof of personal identity and academic transcripts.

I wish to apply for the position of \_\_\_\_\_

### PERSONAL DETAILS

Title:  Dr  Mr  Mrs  Ms  Miss  Other

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Religion (optional): \_\_\_\_\_

### EDUCATION / QUALIFICATIONS

#### Secondary School Qualifications (e.g. VCE)

Qualification: \_\_\_\_\_ Institution: \_\_\_\_\_ Year: \_\_\_\_\_

#### Professional Qualifications (e.g. D.Ed., M.Ed., etc.)

Qualification: \_\_\_\_\_ Institution: \_\_\_\_\_ Year: \_\_\_\_\_

Qualification: \_\_\_\_\_ Institution: \_\_\_\_\_ Year: \_\_\_\_\_

#### Working With Children Check (WWCC)

WWCC Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

#### National Police Check

Expiry Date \_\_\_\_\_



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### CURRENT EMPLOYMENT

Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Date Commenced: \_\_\_\_\_

Duties: \_\_\_\_\_

### PREVIOUS EMPLOYMENT

Employer: \_\_\_\_\_

Position: \_\_\_\_\_ Period of Service: (From/To) \_\_\_\_\_

Duties: \_\_\_\_\_

Period of Service (From/To): \_\_\_\_\_ No. of years: \_\_\_\_\_ Full or Part Time: \_\_\_\_\_

Employer: \_\_\_\_\_

Position: \_\_\_\_\_ Period of Service: (From/To) \_\_\_\_\_

Duties: \_\_\_\_\_

Period of Service (From/To): \_\_\_\_\_ No. of years: \_\_\_\_\_ Full or Part Time: \_\_\_\_\_

Employer: \_\_\_\_\_

Position: \_\_\_\_\_ Period of Service: (From/To) \_\_\_\_\_

Duties: \_\_\_\_\_

Period of Service (From/To): \_\_\_\_\_ No. of years: \_\_\_\_\_ Full or Part Time: \_\_\_\_\_

### PARISH/CHURCH INVOLVEMENT

Position/Duties: \_\_\_\_\_ Dates (From/To): \_\_\_\_\_

### VOLUNTEER WORK OR COMMUNITY EXPERIENCE

Organisation's name: \_\_\_\_\_ Dates (From/To): \_\_\_\_\_

Position/Duties: \_\_\_\_\_

Organisation's name: \_\_\_\_\_ Dates (From/To): \_\_\_\_\_

Position/Duties: \_\_\_\_\_

### REFEREES

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Position: \_\_\_\_\_ Organisation: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Position: \_\_\_\_\_ Organisation: \_\_\_\_\_



## APPLICATION FOR NON-TEACHING POSITION

### PRE-EMPLOYMENT DISCLOSURE QUESTIONS

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1. Have you ever had any disciplinary actions taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?

No                       Yes                      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?

No                       Yes                      If yes, please provide details:

3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?

No                       Yes                      If yes, please provide details:

4. Have you ever been in breach of any requirements of the *Working with Children Act 2005* or *National Police Record Check*, according to an assessment notice made?

No                       Yes                      If yes, please provide details:

### APPLICANT DECLARATION

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I declare that the contents of this form are true, correct, and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please email this completed form, together with your:

- Letter of application
- Key Selection Criteria
- Curriculum Vitae

To: Timothy Newcomb  
Principal  
Marymede Catholic College  
Email: [hr@marymede.vic.edu.au](mailto:hr@marymede.vic.edu.au)