



APPLICATION FOR EMPLOYMENT – FOR NON TEACHING POSITION

Kilbreda College is committed to the Victorian Child Safe Standards. In applying for this position, the applicant consents to the school conducting due diligence searches to meet the College's child safety and other legal responsibilities.

PLEASE COMPLETE EACH SECTION OF THIS FORM	
Position for which you are applying:	
Title	
Given Names	
Surname	
Private Address:	
	Post Code:
Telephone	Business: Private: Mobile:
Email:	
Religion <i>(optional)</i> :	
Current Appointment:	
Current Employer:	
Date of Commencement:	

PROFESSIONAL ASSOCIATIONS	
<i>Please list your current participation in Associations and outside bodies for academic and non-academic achievements</i>	
Association	Position Held

OTHER INVOLVEMENTS WHICH MIGHT SUPPORT YOUR APPLICATION	
Professional	
Community	
Recreational	
Other	

REFEREES	
<i>Please list the name, address and telephone number of your current employer</i>	
Name	
Address	Post Code:
Telephone	
Email	

If you do not list your current employer, or immediate past employer as a referee, please outline your reasons and provide the name of another person to whom you have been responsible in your most recent employment. The interview panel reserves the right to approach referees of its own choosing.

Please list the name, address and occupation of two other referees	
1	Name
	Address Post Code
	Telephone
	Occupation
	Relationship to applicant
	Email
2	Name
	Address Post Code
	Telephone
	Occupation
	Relationship to applicant
	Email

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.

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?

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. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?

NO

YES

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-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. I have read and understand the Statement of Principles regarding Catholic Education.

Signature _____

Date _____

When applying for employment, please submit your application with:

- Your letter of application
- Your Curriculum Vitae
- The completed Application for Employment form
- Response to the Key Selection Criteria (no more than 3 pages)
- Proof of personal identity
- Transcript of results for tertiary qualifications

Email to: principal@kilbreda.vic.edu.au Please type the position title in the subject line of your email