



APPLICATION FOR EMPLOYMENT

Kilbreda College 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 all parts of this 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. The prospective employer may check any information provided by you in this form 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). Short listed applicants will be asked to bring originals or certified copies of transcripts to the interview.

PLEASE COMPLETE EACH SECTION OF THIS FORM		
Position for which you are applying:		
Title		
Given Names		
Surname		
Private Address:		
Telephone	Business:	Mobile:
Email:		
Religion (optional):		
Current Employer:		
Current Position:		
VIT Registration Number:		
Teaching Methods	1.	2.
		3.

RELEVANT PROFESSIONAL DEVELOPMENT COMPLETED IN THE PAST 2 YEARS (please attached details if insufficient space)	
Year	Description

PROFESSIONAL ASSOCIATIONS	
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 Principal / employer</i>	
Name	
Position	
Institution	
Telephone	
Email	

If you do not list your current Principal /employer, or immediate past Principal / 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
	Occupation
	Institution / company
	Relationship to applicant
	Telephone
	Email
2	Name
	Occupation
	Institution / company
	Relationship to applicant
	Telephone
	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.

<p>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?</p>	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
<p>If yes, please provide details:</p>	
<p>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?</p>	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
<p>If yes, please provide details:</p>	
<p>3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?</p>	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
<p>If yes, please provide details:</p>	
<p>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?</p>	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
<p>If no, this will be discussed further if you are offered an interview.</p>	

APPLICANT 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
- A separate statement addressing the key selection criteria outlined in the role description (if applicable)
- Your Curriculum Vitae
- This completed Application for Employment form
- 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