



Application for Employment

Lavalla Catholic 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:

- a) Working with Children Check status, or similar check
- b) proof of personal identity and any professional or other qualifications
- c) the person's history of work involving children
- d) 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 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). Please see a copy of the College's Job Applicant Collection Notice which is available on the College Website under Employment Opportunities.

I wish to apply for employment to the _____ position advertised in the _____
(Insert name of position)

_____ on _____
(Newspaper, Website, etc) (Date)

| | | | |
|-----------------|---|--|--------------------------------|
| PERSONAL | TITLE | GIVEN NAME(S) | SURNAME |
| | MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER | | |
| | ADDRESS | PHONE NUMBERS | VIT REGISTRATION NUMBER |
| | | Home | |
| | | Mobile | VIT REGISTRATION TYPE |
| | | Work | |
| | ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL | ACCREDITATION TO TEACH RELIGIOUS EDUCATION | |
| | YES <input type="checkbox"/> NO <input type="checkbox"/> | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| | COPY ATTACHED <input type="checkbox"/> | COPY ATTACHED <input type="checkbox"/> | |



Application for Employment

| EDUCATION | QUALIFICATIONS ATTAINED | YEAR COMPLETED | NAME OF INSTITUTION |
|---|-------------------------|----------------|---------------------|
| | | | |
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| | | | |
| GRADES/YEAR LEVELS/SUBJECTS/PROGRAMS QUALIFIED TO TEACH | | | |
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| | | | |

| CURRENT EMPLOYMENT | CURRENT PLACE OF EMPLOYMENT | POSITION |
|---|--|--------------|
| | | |
| | ADDRESS OF CURRENT PLACE OF EMPLOYMENT | PHONE NUMBER |
| | | |
| | | DATE BEGAN |
| | | |
| DUTIES (FOR EXAMPLE: SUBJECTS/YEAR LEVELS TAUGHT IF CURRENTLY TEACHING) | | |
| | | |



Application for Employment

| EMPLOYER'S NAME AND ADDRESS | POSITIONS/DUTIES | DATES | |
|-----------------------------|------------------|-------|----|
| | | FROM | TO |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(Note: You must list all previous employers. If more space is required, attach a separate sheet)

| PROFESSIONAL DEVELOPMENT | PROFESSIONAL DEVELOPMENT THAT YOU HAVE ATTENDED | DATE / YEAR |
|--------------------------|---|-------------|
| | | |
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| | | |
| | | |
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| | | |
| | | |

| VOLUNTEER WORK | ORGANISATION'S NAME AND ADDRESS | POSITIONS/DUTIES | DATES | |
|----------------|---------------------------------|------------------|-------|----|
| | | | FROM | TO |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)



Application for Employment

| REFEREES | NAME | POSITION | SCHOOL/COMPANY | PHONE NUMBER (INCL WORK, PERSONAL AND MOBILE) | RELATIONSHIP TO COLLEAGUE |
|----------|------|----------|----------------|--|---------------------------|
| | | | | | |
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(Note: At least three professional referees are required. Normally, this would include your current employer)



Pre-Employment Disclosure Questions position that be person suitable to work with

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 <input type="checkbox"/> YES <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? |
| NO <input type="checkbox"/> YES <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? |
| NO <input type="checkbox"/> YES <input type="checkbox"/> |
| 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 <input type="checkbox"/> YES <input type="checkbox"/> |
| If no, this will be discussed further if you are offered an interview. |



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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 College's Child Safe Policy and Code of Conduct. I have read and understand the College's Child Safe Policy and Code of Conduct (which are available on the College's website under Child Safety)

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the College's Mission and Values Statement (available in the College's website).

I have read and understood the College's Job Applicant Collection Notice.

Signature

Date

SEND APPLICATION TO:

Please complete the above application and send it together with a Curriculum Vitae and covering letter to:

The Principal
Lavalla Catholic College
PO Box 1080
Traralgon Vic 3844

Email: employment@lavalla.vic.edu.au