

St Joseph's School

1-3 Bridge Street Korumburra 3950

Phone: 5655 2040

 $\hbox{E-mail: principal@sjkorumburra.catholic.edu.au}\\$

Application for Employment – Administration Officer

St Joseph's 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) Employee 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 authorites, previous employers, referees or sources. By signing or submitting this form you consent to these preemployment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

PLEASE CONTINUE TO NEXT PAGE

I wish to apply for employment to the Administration Officer position advertised in the						
o n						
	(Newspaper, Website, etc) (Date)					
	TITLE	GIVEN NAME(S)		S)	SURNAME	
	MR MRS MISS MS OTHER					
PERSONAL	ADDRESS			PHONE NUMBERS	EMPLOYEE WORKING WITH CHILDREN CHECK NUMBER	
AL				Home		
			I	Mobile		
			1	Work		
					ı	
	VACCINATION STATUS INFOR	MATION				
	COVID-19 VACCINATION STATUS:			Please write YES next to one option		
	In accordance with COVID-19 Mandatory Vaccination (Specified Facilities) Directions,		Fully Vaccinated Partially Vaccinated			
PE	as amended or replaced from time to time,		Unvaccinated			
PERSOI	the School is required to collect, record and hold vaccination information about all		Excepted Person			
NAL	school staff who are, or may be, scheduled to attend the school.					
	Upon a successful applicant being offered and accepting a position, evidence of the persons vaccination status information will					
		ired to be provided to the School,				
	QUALIFICATIONS ATTAINED	YEAR N		NAME OF INST	ITUTION	
EDU						
EDUCATION						
NON						

	CURRENT PLACE OF EMPLOYMENT	POSITION	
	ADDRESS OF CURRENT PLACE OF EMPLOYMENT	PHONE NUMBER	
0			
		DATE BEGAN	
S			
CURRENT	DUTIES (FOR EXAMPLE: SUBJECTS/GRADES TAUGHT IF CURRENTLY TEACHING)		
Z			
E			
둳			
EMPLOYMENT			
<u>Z</u>			
Ž			
•			

			DAT	ΓES
	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	FROM	то
70				
Ř				
<u>≤</u>				
SU				
E				
PREVIOUS EMPLOYMENT				
≦				
=				
	(Note: You must list all previous employers	⊥ s. If more space is reaui	red. attach	а
	separate sheet)	,		-
			DATES	
	ORGANISATION'S NAME AND ADDRESS		_	
		POSITIONS/DUTIES	FROM	ТО
		POSITIONS/DUTIES	FROM	ТО
<		POSITIONS/DUTIES	FROM	ТО
VOL		POSITIONS/DUTIES	FROM	TO
VOLUNI		POSITIONS/DUTIES	FROM	ТО
VOLUNTEE		POSITIONS/DUTIES	FROM	ТО
VOLUNTEER W		POSITIONS/DUTIES	FROM	то
VOLUNTEER WOR		POSITIONS/DUTIES	FROM	ТО
VOLUNTEER WORK		POSITIONS/DUTIES	FROM	ТО
VOLUNTEER WORK		POSITIONS/DUTIES	FROM	ТО
VOLUNTEER WORK	(Note: You must list all previous places of			

	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER
77				
쮸				
Ë				
EES				

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.	1. Have you ever had any disciplinary action taken against you by a received a warning or had your employment terminated) in relatinappropriate or unprofessional conduct?	
NC	NO YES	
If y	If yes, please provide details:	
2.	2. Have you ever been the subject of an allegation of inappropriate conduct which has been substantiated by an employer or other be	-
		-
NC	conduct which has been substantiated by an employer or other be	-
NC	conduct which has been substantiated by an employer or other by NO YES	-
NC	conduct which has been substantiated by an employer or other by NO YES	-
NC	conduct which has been substantiated by an employer or other by NO YES	-
NC	conduct which has been substantiated by an employer or other by NO YES	-
NC	conduct which has been substantiated by an employer or other by NO YES	-
NC	conduct which has been substantiated by an employer or other by NO YES	

3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?				
NC	YES YES			
If y	es, 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?				
NC	YES YES			
If n	o, this will be discussed further if you are offered an interview.			

PLEASE CONTINUE TO NEXT PAGE

APPLICANT DECLARATION

Cianatura

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.

I understand that, in accordance with the COVID-19 Mandatory Vaccination (Specified Facilities) Directions, I will be required to provide acceptable vaccination information for the school to collect, record and hold during my employment.

Signature	Date

Data