



APPLICATION FOR A NON-TEACHING POSITION

Position Title: _____

Loyola 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 position 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).

I wish to apply for employment to the Non-Teaching Position advertised in the

_____ on _____
(Age, Seek, Teachers On Net, College Website) (Date)

PERSONAL DETAILS	
SURNAME	
FIRST NAME	
SECOND NAME	
TITLE (Please tick)	<input type="checkbox"/> Br <input type="checkbox"/> Dr <input type="checkbox"/> Fr <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Sr

CONTACT DETAILS	
ADDRESS	
	POSTCODE
TELEPHONE	
WORK	MOBILE
	HOME
E-MAIL (if available)	
DATE OF BIRTH	COUNTRY OF BIRTH
RELIGION	MARITAL STATUS (Optional)

QUALIFICATIONS	
BASIC SECONDARY SCHOOL QUALIFICATIONS (e.g. Leaving, HSC, etc.)	
INSITUATION	YEAR COMPLETED
SUBJECTS PASSED	
BASIC QUALIFICATIONS (e.g. AASA, B.Comm, Clerks of Works Cert., etc.)	
INSITUATION	YEAR COMPLETED
GIVE DETAILS	

QUALIFICATIONS (Cont...)	
HIGHER OR ADDITIONAL QUALIFICATIONS	
INSITUATION	YEAR COMPLETED
GIVE DETAILS	
PARTIAL QUALIFICATIONS	
INSITUATION	YEAR COMPLETED
SUBJECTS COMPLETED	
SUBJECTS (OR NUMBER OF SUBJECTS) TO BE COMPLETED	

CLEARANCE	
WORKING WITH CHILDREN CHECK NUMBER	
OTHER REGISTRATION	
FIRST AID CERTIFICATE	Current <input type="checkbox"/> Valid to _____

CURRENT EMPLOYMENT (Record ALL Experience)			
CURRENT PLACE OF EMPLOYMENT		POSITION	
ADDRESS OF CURRENT PLACE OF EMPLOYMENT			
		PHONE NUMBER	
DATE OF EMPLOYMENT		PART TIME/ FULL TIME	

Current Annual Salary + Superannuation: \$ _____

PREVIOUS EMPLOYMENT			
ORGANISATION'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)

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)

Indicate particular strengths relevant to this position:

Indicate interests apart from your work:

Relevant Health Details:

If you have a pre-existing illness or injury that might be adversely affected by the work you will be required to do, it is in your interests to disclose the existence of any such injury or illness. If you do not do so you may not be entitled to compensation if the illness or injury is aggravated by the work.

REFEREES			
(LIST 4, WITH AT LEAST 2 BEING ABLE TO COMMENT ON YOUR WORK PERFORMANCE)			
NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

Pre-Employment Disclosure Questions

It is an inherent requirement of this 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.

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 willfully 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 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: _____