St John’s Regional 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-related work:

1. Working with Children Check and satisfactory police check
2. Proof of personal identity and any professional and/or other qualifications
3. The person’s history of work
4. References that address the person’s suitability for the position.

It is a requirement that all applicants must complete all sections of this application 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 submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1998 (C’th).

Applicants are required to submit this form, your current curriculum vitae and return with your cover letter addressed to the College Principal. Applications are to be sent via email to [**jobs@sjrc.vic.edu.au**](mailto:jobs@sjrc.vic.edu.au)

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| **PLEASE COMPLETE EACH SECTION OF THIS FORM** | | | |
| **Position Applying For** |  | | |
| **Title** |  | | |
| **Surname** |  | | |
| **Given Names** |  | | |
| **Address** |  | | |
| **Telephone** | Home |  | |
| Mobile |  | |
| **Email** |  | | |
| **Are you an Australian citizen or a permanent resident of Australia?** | Yes □ No □ If no, please attach a statement giving details of your residency status and provide a copy of a valid working visa. | | |
| **Where did you see the position advertised?** | * The Age * The Australian * Local Paper * Other Publication | | * College Webpage * SEEK.com * Other: please specify |

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| **ACADEMIC QUALIFICATIONS** | | |
| **Qualifications** | **Institution** | **Year Completed** |
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| **PREVIOUS EMPLOYMENT HISTORY** | | | |
| **Date From** | **Date To** | **Name of Employer** | **Position** |
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| **LEADERSHIP EXPERIENCE** | | | |
| **Dates** |  | **Name of Company** |  |
| **Position** |  | **Key Duties** |  |
| **Dates** |  | **Name of Company** |  |
| **Position** |  | **Key Duties** |  |

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| **VOLUNTEER WORK**  *You must list all previous places of volunteer work, where such work involves children.* | | | | |
| **Date From** | **Date To** | **Name of Employer** | **Position** |
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| **RELEVANT PROFESSIONAL LEARNING ATTENDED IN THE PAST 2 YEARS**  *(Please attach details if insufficient space)* | |
| **Course/Unit** | **Description** |
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| **FIRST AID QUALIFICATIONS** | | |
| **Qualifications** | **Institution** | **Year Completed** |
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| **REFEREES**  **Please list the details of three professional referees** | | | |
| Name | Telephone Number | School/Company | Position |
| Name | Telephone Number | School/Company | Position |
| Name | Telephone Number | School | Position |

**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 a child-related working environment. 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: |
| 1. **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: |
| 1. **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?** |
| NO □ YES □ |
| If yes, please provide details: |

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| **Return to:** [**jobs@sjrc.vic.edu.au**](mailto:jobs@sjrc.vic.edu.au)  **Please type the position title in the subject line of the email.** |