

Employment Application Form

ST LUCY'S SCHOOL

Excellence in education for children with disabilities

MOVING TOWARDS K-12



POSITION APPLIED FOR:

How did you hear about this position ?

First Name:

Surname:

Street Address:

Suburb:

CONTACT INFORMATION

Home Phone:

Mobile:

Email:

EDUCATION

SECONDARY

Name of School:

Level Attained:

TERTIARY

1. Name of Institution:

Degree, Diploma or Certificate Conferred:

2. Name of Institution:

Degree, Diploma or Certificate Conferred:

Do you hold current First Aid Certificate ?

Yes

No

PROFESSIONAL ASSOCIATIONS

List any professional association of which you are a member :

1.

2.

3.

PAST EMPLOYMENT INFORMATION

Commence with most recent position

Position 1

From: To: Name of Employer:

Position Held:

Full time or Part time:.

Subjects/Year of Schools taught:

Reason for leaving :

OTHER INFORMATION – PROFESSIONAL/CHARACTER REFEREES

Please provide the name and contact details of two persons to who reference may be made in regard to professional competency and character. One of these persons must be a recent employer.

Please note, referees may be contacted at any stage in the recruitment process. Therefore, you should ensure that you have advised them that they may be contacted to discuss your application.

REFEREE 1

Name: Phone no

Employer: Position

REFEREE 2

Name: Phone no:

Employer: Position :

WORKING WITH CHILDREN CHECK

If successful in your application for employment, you will need to provide your Work With Children check number for verification prior to commencement. This enables the School to fulfil its responsibilities under the Commission for Children & Young Peoples Act 1998 (NSW) (as amended or replaced from time to time), and any other applicable legislation dealing with child protection.

PROOF OF AUSTRALIAN CITIZENSHIP OR WORKING VISA

Please provide proof of Australian Citizenship or approval to be actively employed in Australia (e.g. photocopy of Australian Birth Certificate or Working visa) The copy you provide must be certified by a Justice of the Peace as being a true copy.

PRODUCTION OF EVIDENCE OF QUALIFICATIONS

Please attach copies of evidence of academic qualifications (where applicable) e.g. copies of certificates or academic transcript. If successful in your application for employment, original certified documentation will be required prior to commencement.

DECLARATION

In returning this form, I certify that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Signed:

Date:

Please return completed Application Form together with a covering letter, CV and scanned copies of required documents to David Raphael, Principal c/- Patriciam@stlucys.nsw.edu.au.