



Kilbreda 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:

- Working with Children Check status, or similar check
- Proof of personal identity and any professional or other qualifications
- The person's history of work involving children
- References that address the person's suitability for the job and working with children

It is a requirement that all applicants complete all parts of this 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. The prospective employer may check any information provided by you in this form 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). Short listed applicants will be asked to bring originals or certified copies of transcripts to the interview.

PLEASE COMPLETE EACH SECTION OF THIS FORM

Position for which you are applying:

Title

Given Names

Surname

Private Address

Suburb

Post Code

Telephone

Business

Home / Mobile

Email Address

Religion (optional)

Current Appointment

Current Employer

Date of Commencement

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

(Evidence of completion and transcript of results required)

Qualifications	Institution	Year Completed
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LEADERSHIP EXPERIENCE

(where appropriate)

From	To	Position Held	Description of Experience
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RELEVANT PROFESSIONAL DEVELOPMENT COMPLETED IN THE PAST 2 YEARS

(please attached details if insufficient space)

Year	Course/Unit	Description
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PROFESSIONAL ASSOCIATIONS

Please list your current participation in associations and outside bodies for academic and non-academic achievements

Association

Position Held

OTHER INVOLVEMENTS WHICH MIGHT SUPPORT YOUR APPLICATION

Professional

Please limit your response to
250 words maximum.

Community

Please limit your response to
250 words maximum.

OTHER INVOLVEMENTS WHICH MIGHT SUPPORT YOUR APPLICATION

Recreational

Please limit your response to
250 words maximum.

Other

Please limit your response to
250 words maximum.

REFEREES

Please list the name, address and telephone number of your current employer

Name

Address

Suburb

Post Code

Telephone Number

Email Address

If you do not list your current employer, or immediate past employer as a referee, please outline your reasons and provide the name of another person to whom you have been responsible in your most recent employment. The interview panel reserves the right to approach referees of its own choosing.

Reason

Please limit your response to
250 words maximum.

PLEASE LIST THE NAME, ADDRESS AND OCCUPATION OF TWO OTHER REFEREES

REFEREE NO. 1

Name

Address

Suburb

Post Code

Telephone Number

Email Address

Occupation

Relationship to applicant

REFEREE NO. 2

Name

Address

Suburb

Post Code

Telephone Number

Email Address

Occupation

Relationship to applicant

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** 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:

Please limit your response to 250 words maximum.

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 Yes

If yes, please provide details:

Please limit your response to 250 words maximum.

3 Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?

No Yes

If yes, please provide details:

Please limit your response to 250 words maximum.

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 Yes

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 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.

Name

Signature

Date

When applying for employment, please submit your application with:

- 1. An introductory letter outlining your suitability and interest in the position**
- 2. Curriculum Vitae**
- 3. A fully completed Application for Employment form (Non-Teaching Position)**
- 4. Copy of qualifications**
- 5. Copy of current Working With Children Check**
- 6. If applicable, a statement addressing the selection criteria as outlined in the role description.**

Email to: hr@kilbreda.vic.edu.au

Please type the position title in the subject line of your email.