



## Application for Employment – Support Staff

Thomas Carr 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:

- 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 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 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 \_\_\_\_\_ position advertised in the  
(job title)  
 \_\_\_\_\_ ON \_\_\_\_\_  
(Newspaper, Website, etc) (Date)

<b>PERSONAL</b>	<b>TITLE</b>	<b>GIVEN NAME(S)</b>	<b>SURNAME</b>
	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER		
	<b>ADDRESS</b>	<b>PHONE NUMBERS</b>	<b>Working with Children Check &amp; Expiry Date</b>
		Home	
		Mobile	<b>Police Check</b>
	Work		

<b>EDUCATION</b>	<b>QUALIFICATIONS ATTAINED</b>	<b>YEAR COMPLETED</b>	<b>NAME OF INSTITUTION</b>
<b>OTHER RELEVANT INFORMATION</b>			

<b>CURRENT EMPLOYMENT</b>	<b>CURRENT PLACE OF EMPLOYMENT</b>	<b>POSITION</b>
	<b>ADDRESS OF CURRENT PLACE OF EMPLOYMENT</b>	<b>PHONE NUMBER</b>
	<b>CURRENT PLACE OF EMPLOYMENT</b>	<b>POSITION</b>
	<b>ADDRESS OF CURRENT PLACE OF EMPLOYMENT</b>	<b>PHONE NUMBER</b>
		<b>DATE BEGAN</b>
	<b>DUTIES RELEVANT TO ADVERTISED POSITION DESCRIPTION</b>	

<b>PREVIOUS EMPLOYMENT</b>	<b>EMPLOYER'S NAME AND ADDRESS</b>	<b>POSITIONS/DUTIES</b>	<b>DATES</b>	
			<b>FROM</b>	<b>TO</b>
<i>(Note: You must list all previous employers. If more space is required, attach a separate sheet)</i>				

<b>VOLUNTEER WORK</b>	<b>ORGANISATION'S NAME AND ADDRESS</b>	<b>POSITIONS/DUTIES</b>	<b>DATES</b>	
			<b>FROM</b>	<b>TO</b>
<i>(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)</i>				

<b>REFEREES</b>	<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/COMPANY</b>	<b>PHONE NUMBER</b>

# 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.

<b>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?</b>
NO <input type="checkbox"/> YES <input type="checkbox"/>
If yes, please provide details:
<b>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?</b>
NO <input type="checkbox"/> YES <input type="checkbox"/>
If yes, please provide details:
<b>3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?</b>
NO <input type="checkbox"/> YES <input type="checkbox"/>
If yes, please provide details:
<b>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?</b>
NO <input type="checkbox"/> YES <input type="checkbox"/>
If no, this will be discussed further if you are offered an interview.

## EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing Thomas Carr College with personal information.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We may be required to request a National Police Check and Working With Children Check to collect relevant information under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
8. You agree that we may store this information for as long as it is needed or for as long as we are legally bound to store such information. The School agrees to store such information in a secure place so it cannot be accessed by anyone without proper authority to use such information, except information stored in the 'cloud', as in Point 6 above.
9. You may choose to not provide any information requested or to withdraw consent for use of information collected. But if you do so, you accept that this may impact on the school's ability to undertake the purposes for which the information was required, as outlined above. The School accepts no responsibility for any impact on the employment of the individual, if all relevant personal information was not provided by the employee, as and when requested.
10. If you do not consent to the School using this information for any of the purposes stated above, you must advise your withdrawal of consent to the School in writing as soon as possible. We can be contacted at 35 Thomas Carr Drive, Tarneit Vic 3029, by email [privacyofficer@thomascarr.vic.edu.au](mailto:privacyofficer@thomascarr.vic.edu.au) or by phone 87342444.

### **Applicant declaration – all applicants must sign this form before they can be considered for a position.**

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 confirm that I have read and understand the contents of the College's "Employment Collection Notice" above

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.

**NAME:**

**Signature**

**Date**