



EMPLOYMENT APPLICATION – EDUCATION SUPPORT STAFF

NB: In order to be taken into consideration, this application must be accompanied by all items listed in the *Additional Information* section

POSITION/S YOU WISH TO APPLY FOR

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PERSONAL DETAILS

| | | | | | |
|-------|----|-----|------|----|-------|
| TITLE | MR | MRS | MISS | MS | OTHER |
|-------|----|-----|------|----|-------|

| | |
|-------------|--|
| GIVEN NAMES | |
|-------------|--|

| | |
|---------|--|
| SURNAME | |
|---------|--|

| | |
|---------|--|
| ADDRESS | |
|---------|--|

| | | | |
|------------------|------|----------|--------|
| TELEPHONE NUMBER | HOME | BUSINESS | MOBILE |
|------------------|------|----------|--------|

| | |
|---------------|--|
| EMAIL ADDRESS | |
|---------------|--|

WORKING WITH CHILDREN CHECK(card must be designated EMPLOYEE **not VOLUNTEER)**

| | | | |
|-------------|--|--------|--|
| Card number | | Expiry | |
|-------------|--|--------|--|

PROFESSIONAL RECORD (attach additional pages if insufficient space)

PREVIOUS WORK EXPERIENCE (attached additional page if necessary)

| FROM | TO | POSITION | DESCRIPTION |
|------|----|----------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

OTHER EXPERIENCES YOU CONSIDER RELEVANT (attach additional page if necessary)

| FROM | TO | POSITION | DESCRIPTION |
|------|----|----------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

PROFESSIONAL DEVELOPMENT ATTENDED IN THE PAST 4 YEARS
(attach additional information if necessary)

| YEAR | COURSE/UNIT | DESCRIPTION |
|------|-------------|-------------|
| | | |
| | | |
| | | |
| | | |

CURRENT EMPLOYMENT DETAILS

| | |
|---------------------------------------|--|
| PRESENT EMPLOYER | |
| PRESENT POSITION | |
| START DATE | |
| BRIEF DESCRIPTION OF RESPONSIBILITIES | |

| REFEREES | | | |
|---------------------|--|------------------|--|
| Professional | | | |
| Name | | Name | |
| Position | | Position | |
| Business Name | | Business Name | |
| Address | | Address | |
| Telephone | | Telephone | |
| Personal | | | |
| Name | | Name | |
| Position | | Position | |
| Business Name | | Business Name | |
| Address | | Address | |
| Telephone | | Telephone | |

Conditions of employment at Overnewton College

- All Education Support Staff will hold a current Working with Children Card.
- It is expected that all staff will support the Christian ethos of an Anglican school, be IT literate and will be involved in the co-curricular program as required.
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College’s campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children’s wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College’s Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.

ADDITIONAL INFORMATION *(please attach the following items with your application)*

- A statement of your reasons for applying for the position
- A statement addressing the key qualities, skills, knowledge and experience listed in the relevant position description/s
- Any other information in support of your application

I declare that I do not have a criminal record and I have no outstanding allegations against me in relation to student welfare or safety. I certify that the information in this application is true, to the best of my knowledge. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment

Overnewton Anglican Community College complies with the National Privacy regulations. Information about the College Privacy Policy will be sent to applicants.

| | | | |
|------------------|--|-------------|--|
| SIGNATURE | | DATE | |
|------------------|--|-------------|--|

- Please email completed form to Humanresources@overnewton.vic.edu.au
- Keilor Campus, 2 Overnewton Road, Keilor 3036 - Fax: 9336 1835
- Taylors Lakes Campus, 39-57 Robertsons Road, Taylors Lakes 3438 – Fax 9390 5144
- Telephone: 9334 0000