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| **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** | | | | | | | | | |
|  | | | | | | | | | |
| **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 | | | | |
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| **OTHER EXPERIENCES YOU CONSIDER RELEVANT** (attach additional page if necessary) | | | | |
| FROM | TO | POSITION | | DESCRIPTION |
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| **PROFESSIONAL DEVELOPMENT ATTENDED IN THE PAST 4 YEARS** (attach additional information if necessary) | | | | |
| YEAR | COURSE/UNIT | | DESCRIPTION | |
|  |  | |  | |
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| **CURRENT EMPLOYMENT DETAILS** | | | | |
| PRESENT EMPLOYER | |  | | |
| PRESENT POSITION | |  | | |
| START DATE | |  | | |
| BRIEF DESCRIPTION OF RESPONSIBILITIES | |  | | |

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| --- | --- | --- | --- |
| **REFEREES** | | | |
| **Professional** | | **Professional** | |
| Name |  | Name |  |
| Position |  | Position |  |
| Business Name |  | Business Name |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| **Personal** | | **Personal** | |
| Name |  | Name |  |
| Position |  | Position |  |
| Business Name |  | Business Name |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| **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](mailto: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 | | | |