



## EMPLOYMENT APPLICATION – EDUCATION SUPPORT STAFF

<b>NB: In order to be taken into consideration, this application must be accompanied by all items listed in the <i>Additional Information</i> section.</b>						
<b>POSITION/S YOU WISH TO APPLY FOR</b>						
<b>PERSONAL DETAILS</b>						
TITLE	MR	MRS	MISS	MS	OTHER	
GIVEN NAMES						
SURNAME						
ADDRESS						
TELEPHONE NUMBER	HOME		BUSINESS		MOBILE	
EMAIL ADDRESS						
<b>WORKING WITH CHILDREN CHECK (card must be designated EMPLOYEE not VOLUNTEER)</b>						
Card number			Expiry			
<b>PROFESSIONAL RECORD (attach additional pages if insufficient space)</b>						
<b>PREVIOUS WORK EXPERIENCE (attached additional page if necessary)</b>						
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			
<b>Professional</b>		<b>Professional</b>	
Name		Name	
Position		Position	
Business Name		Business Name	
Address		Address	
Telephone		Telephone	
<b>Personal</b>		<b>Personal</b>	
Name		Name	
Position		Position	
Business Name		Business Name	
Address		Address	
Telephone		Telephone	
<b>ADDITIONAL INFORMATION</b> <i>(please attach the following items with your application)</i>			
<ul style="list-style-type: none"> <li>• A statement of your reasons for applying for the position</li> <li>• A statement addressing the key qualities, skills, knowledge and experience listed in the relevant position description/s</li> <li>• Any other information in support of your application</li> </ul>			
<p>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</p>			
<p>Overnewton Anglican Community College complies with the National Privacy regulations. Information about the College Privacy Policy will be sent to applicants.</p>			
SIGNATURE		DATE	
<ul style="list-style-type: none"> <li>• Please email completed form to <a href="mailto:Humanresources@overnewton.vic.edu.au">Humanresources@overnewton.vic.edu.au</a></li> <li>• Keilor Campus, 2 Overnewton Road, Keilor 3036 - Fax: 9336 1835</li> <li>• Taylors Lakes Campus, 39-57 Robertsons Road, Taylors Lakes 3438 – Fax 9390 5144</li> <li>• Telephone: 9334 0000</li> </ul>			