



EMPLOYMENT APPLICATION – EDUCATION SUPPORT STAFF

POSITION/S YOU WISH TO APPLY FOR				
PERSONAL DETAILS				
TITLE	MR	MRS	MISS	MS
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 an additional sheet 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		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 <i>(please attach the following items with your application)</i>			
<ul style="list-style-type: none"> • A statement of your reasons for applying for the position • Any other information in support of your application 			
<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"> • 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 			