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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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **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 |  |

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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
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| 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
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