



Personal Details (Please ensure your full name & D.O.B is included)

Title (Miss, Ms, Mrs, Mr, Dr) _____ Surname/Family Name _____
Given Names(s) _____ Preferred Name _____
Former Names(s) _____ Date of Birth _____
Residential Address _____
Suburb _____ Postcode _____
Email _____ Contact Number _____
Religious Affiliation _____ Parish (of Worship) _____

Position for which application is made

Advertised Position (Please specify): _____

Current Certifications (as applicable)

Responding to Abuse & Neglect (RAN)	Expiry Date _____
Provide First Aid or Senior First Aid	Expiry Date _____
Working with Children/DSCI Clearance	Expiry Date _____
Teacher's Registration	Expiry Date _____ Registration Number _____

Employment History

Employer (Most Current) _____
Position Title _____
Responsibilities _____
Start Date _____ End Date _____

Employer _____
Position Title _____
Responsibilities _____
Start Date _____ End Date _____

Employer _____
Position Title _____
Responsibilities _____
Start Date _____ End Date _____



Personal Education History

Tertiary (Most recent/relevant qualification/s) _____

Name of Institution _____

Start Date _____ End Date _____

Other or Secondary Education (Name of School/Institution) _____

Start Date _____ End Date _____

Professional Development (relevant to this role)

Activity/Study/Training _____

Facilitator/Organisation _____

Start Date _____ End Date _____

Activity/Study/Training _____

Facilitator/Organisation _____

Start Date _____ End Date _____

Activity/Study/Training _____

Facilitator/Organisation _____

Start Date _____ End Date _____

Experience, Qualities or Aspirations you will bring to this role

Attach additional sheet if insufficient space.



Referees

Name _____ Position Title _____

Organisation _____ Contact Number _____

Name _____ Position Title _____

Organisation _____ Contact Number _____

Name _____ Position Title _____

Organisation _____ Contact Number _____

Declaration - Confidential

Please respond to the questions below and sign the Declaration at the end of this form:

- | | | |
|---|-----|--------|
| 1. Have you ever been investigated, charged or arrested, reported for or pleaded or found guilty of any criminal offence? (tick "No" where an expiation notice was only received) | Yes | No |
| 2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? | Yes | No |
| 3. Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? | Yes | No |
| 4. Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? | Yes | No |
| 5. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? | Yes | No |
| 6. (If applicable) Do you have conditions on your SA teacher registration? | N/A | Yes No |

Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal/Director (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Principal /Director (or their delegates) and me.

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

Further Information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed. The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the Principal / Director should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the Principal / Director immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to CESA.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed _____ Date _____



Collection Notice and Affirmation

We collect and record this information in order to assess your application. In accordance with Privacy legislation you have the right to notify us and make any updates or corrections. All information that relates to the privacy of individuals will be held at the College in a secure place and only accessed by the Principal or Delegated Person of Responsibility.

I have read the Privacy Policy AND Code of Conduct on the College Website Employment Page

- I agree to comply with all relevant legislation, college policies and procedures and to follow all reasonable instructions while on College property and/or while undertaking duties for the College.
- I agree to keep confidential, any personal or sensitive information of which I become aware through my involvement with the College.
- I understand that a range of screening procedures, including a Police Clearance, are required for all Staff.

Name _____ Signed _____ Date _____

*If insufficient space on this form, please attach additional information as necessary.
Further Information and How to Apply details found at www.rostrevor.sa.edu.au/employment*

Completed applications must be sent to:

Email: **employment@rostrevor.sa.edu.au**

or

Post: **Rostrevor College
Attention - Human Resources
Glen Stuart Rd
Woodforde SA 5072**