

# APPLICATION FOR EMPLOYMENT

Independent Schools NSW (Support and Operational Staff)  
Multi Enterprise Agreement 2011-2014

(Please complete this form and mail to the Principal, or the person specified in the advertisement, by the advertised closing date.)

This application should be supported by a letter addressing the criteria/position requirements.

## 1. SCHOOL AND POSITION

Position of:

Name of School:

## 2. PERSONAL DETAILS

Family Name:

Given name/s:

Title:

Date of birth:

Sex:

Former names (if applicable):

Permanent address:

Postcode:

Address for correspondence:

Postcode:

Telephone numbers:

Private:

Work:

Mobile:

Email:

Country of Citizenship:

Australian Resident:

YES

NO

Church currently attending:

How long:

### 3. EDUCATION AND TRAINING

*SECONDARY EDUCATION*

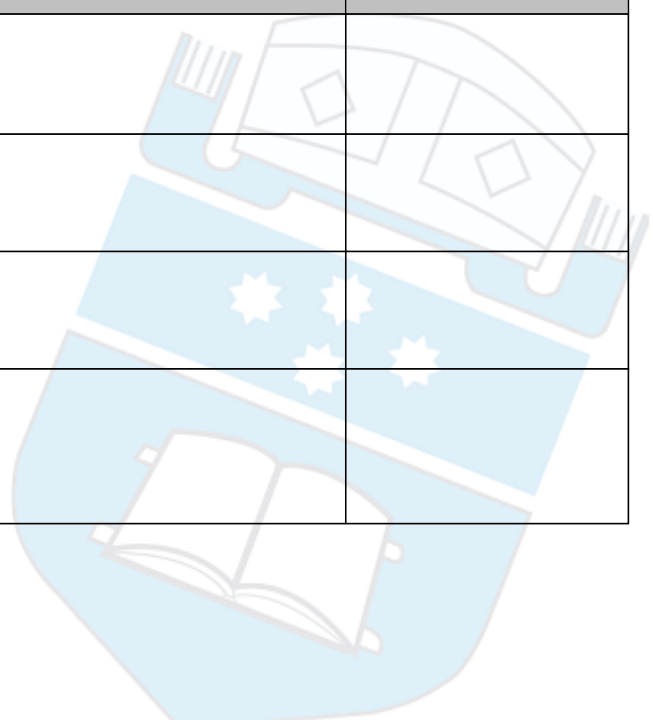
Highest Award	School Attended	Year of Award

*TERTIARY EDUCATION*

Name and Location of Institution	Years of Attendance	Award Conferred	Date Conferred

*RELEVANT TRAINING OR DEVELOPMENT* (in general, within the last 3 years)

Name and Location of Institution	Years of Attendance	Award Conferred (if applicable)	Date Conferred



#### 4. EMPLOYMENT HISTORY

**PRESENT EMPLOYMENT:**

Name of Employer:

Address of Employer

Postcode:



Name of Manager:

Commencement Date:

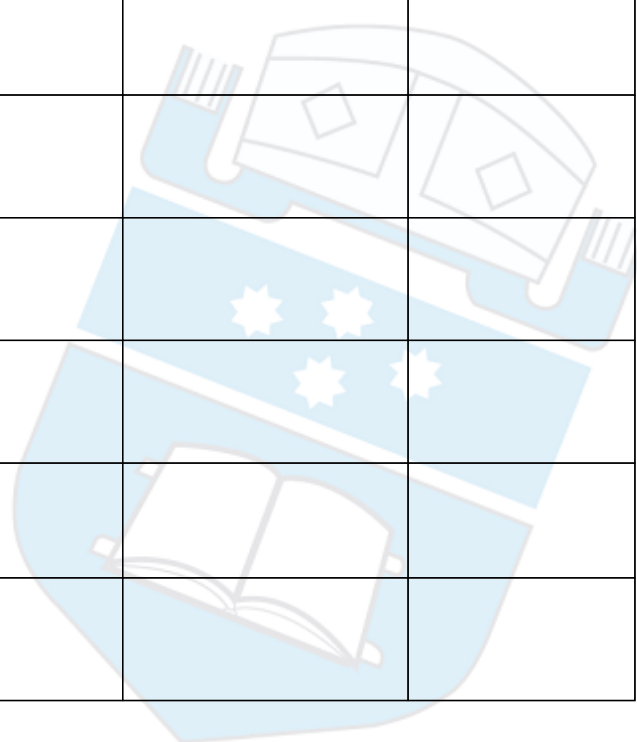
Current Position:

Other Position(s) Held with Present Employer:

Current Salary:

**PAST EMPLOYMENT:** (in reverse order from most recent employer)

From	To	Name and Address of Employment	Full-Time/Part-Time/Casual	Years Completed



### 5. DECLARATION

Do you have any illness/injury/health problem that may render you unable to carry out the inherent requirements of the position?

Yes

No

Do you have a Workers Compensation illness/injury that may render you unable to carry out the inherent requirements of the position?

Yes

No

*If you have answered Yes to either of the above questions, please attach details.*

**I certify that the information provided by me in this application form is correct and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or the termination of any employment that may be offered.**

**APPLICANT'S SIGNATURE**

**DATE**

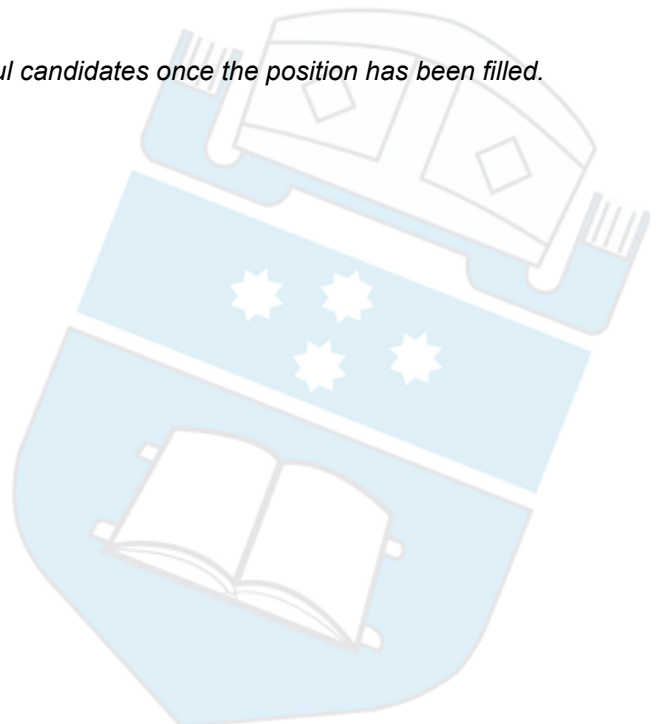
### 8. ATTACHMENTS

Listed below are documents relevant to your application. Please submit copies that have been verified as true copies of the original by the either a Justice of the Peace or a Solicitor.

**Please note that copies are required of all applicable documents.** Please tick where attached.

- 1. '100 point' proof of identity (e.g. passport, birth certificate & licence/Medicare card)
- 2. Proof of citizenship / Australian residency (e.g. birth certificate, passport, visa)
- 3. Details of any relevant illness/injury
- 4. Details of any relevant Workers Compensation illness/injury

*The School will destroy the applications of unsuccessful candidates once the position has been filled.*





# APPLICANT DECLARATION AND CONSENT

An easier way? Complete this form online at [check.kids.nsw.gov.au](http://check.kids.nsw.gov.au)

### Personal Details:

Family Name:

First Name:  Other given name(s):

### Previous names/aliases:

Family Name:

First Name:  Other given name(s):

### Residential address:

Address Line 1:

Address Line 2:

Suburb/Town:  State:  Postcode:

Country:

Phone:  Mobile:

email:

Date of Birth:  Gender:

### Place of Birth:

Suburb/Town:  State:

Country:

### Identifying document:

If you used one of these documents to verify your identity, please fill in these details

**Licence Type:**  Drivers Licence  Firearms Licence Licence number:

**Issuing Agency:**  Australian Capital Territory  New South Wales  Northern Territory  
 Queensland  South Australia  Tasmania  
 Victoria  Western Australia  Australian Army  
 Commonwealth of Australia  Defence Force Academy  Australian Navy  
 Australian RAAF  Issued by a country other than Australia  Other

**Passport Type:**  Private  Government  UN Refugee

Issuing Country:

Passport number:

### Position applied for:

Title:

Type:

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, **or to sign this declaration**. A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- Murder of a child
- Serious sex offence, including carnal knowledge
- Child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- Indecency offences punishable by imprisonment of 12 months or more
- Kidnapping (unless the offender is or has been the child's parent or carer)
- Offences connected with child prostitution
- Possession, distribution or publication of child pornography; or
- Attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the *Child Protection (Offenders Registration) Act 2000*.

A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though court does not proceed to a conviction. Details of these offences can be found online at Working With Children Employer Guidelines Fact Sheet 1. A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

### Declaration and consent

I am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct. I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I have not omitted any names or aliases that I use or used in the past.

I have read and understood the contents of this form and the relevant information in the Working With Children Employer Guidelines. I declare that I am not prohibited person under the Commission for Children and Young People Act 1998 and I understand that it is an offence for a prohibited person to seek child-related employment.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. National criminal record check for charges and/or convictions (including spent convictions) for:

- any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge
- any child-related personal violence offence;
- any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence; punishable by imprisonment for 12 months or more

I understand that this check includes convictions or charges that:

- may have been heard or finalised by a court; or
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

2. Check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of children; and

3. Check for relevant employment proceedings notified to the Commission for Children and Young People under the Commission for Children and Young People Act 1998.

I consent to these checks being conducted and consent to the Commission for Children and Young People or an Approved Screening Agency obtaining any relevant record identified by these checks and any additional information relating to that record from sources such as courts, police, prosecutors and past employers to enable full and informed estimate of risk. I consent to these sources disclosing information relating to that record to the Commission for Children and Young People or Approved Screening Agency.

I acknowledge that:

- the information obtained during the Working with Children background check, including this consent, may be collected and used by and/or disclosed to the Commission for Children and Young People or an Approved Screening Agency for the purposes of the Working with Children Check;
- the Commission for Children and Young People and Approved Screening Agencies may share the information obtained during the Working With Children background check for the purposes of the Working With Children Check;
- the outcome of an estimate of risk will be provided to my prospective employer or their employer-related body;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Service for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Sign:

Date: