



## **APPLICATION FOR EMPLOYMENT SUPPORT STAFF**

1.

**POSITION APPLIED FOR**

\_\_\_\_\_

2.

**PERSONAL DETAILS**

**Family Name:**

\_\_\_\_\_

**Given Name/s:**

\_\_\_\_\_

**Previous Name** (if applicable):

\_\_\_\_\_

**Title** (Mr, Mrs., Ms, Miss, Dr):

\_\_\_\_\_

**Date of Birth:**

\_\_\_\_\_

**Permanent Address:**

\_\_\_\_\_

\_\_\_\_\_

**Postal Address:**

\_\_\_\_\_

\_\_\_\_\_

**Telephone Numbers:**

Home

\_\_\_\_\_

Mobile

\_\_\_\_\_

**Email Address:**

\_\_\_\_\_

**Working With Children Check Number:**

\_\_\_\_\_

**Do you identify as Indigenous?** (please tick)

**Yes**

**No**

**Australian Resident?** (please tick)

**Yes**

**No**

**Country of Citizenship** (if applicable):

\_\_\_\_\_

**How did you find out about this position?**

SEEK	_____	Christian Jobs Australia	_____
College Website	_____	College Newsletter	_____
Facebook	_____	'Word of Mouth'	_____
Other (Please specify)	_____		

**3. QUALIFICATIONS**

Name and Location of Institution	Course	Year of Completion

Please provide **certified** copies of academic transcripts.

**4. PROFESSIONAL DEVELOPMENT AND TRAINING COURSES**

Please list Significant Professional Development and Training courses undertaken in past five years

Name of Course	Course Provider	Year of Course	Award (if applicable)

**5. EMPLOYMENT DETAILS**

**Employment History**

Current position (if applicable): \_\_\_\_\_

Award classification for position (if applicable): \_\_\_\_\_

**Past Employment – Full-time, Part time or Temporary** (in reverse order from most recent/current employment)

From	To	Name and Address of Employer	Full-time, Part Time, Temporary or Casual

**6. CHURCH AFFILIATION**

**Religious Denomination:** \_\_\_\_\_

**Church currently attending (if applicable):** \_\_\_\_\_

**Present church involvement:**  
\_\_\_\_\_  
\_\_\_\_\_

**Have you included a minister's reference?** Yes                  No

**7. REFEREES AND REFERENCES**

**Referees information**

Name	Company/Position/Relationship	Contact Number

**References included with application**

Name	Company/Position/Relationship

**8. EMPLOYMENT SCREENING**

Broughton Anglican College is a child safe organisation. The College supports and implements all Child Protection requirements. All staff are required to provide a Working With Children Check number and their date of birth so that Child Protection verification and clearance can be undertaken. Preferred applicants will be subject to this employment screening prior to a final offer being made.

**9. DECLARATION**

Do you have any illness/injury/health problem that may render you unable to carry out the requirements of the desired position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a Workers Compensation illness/injury that may render you unable to carry out the requirements of the desired position?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If you have answered Yes to any of the above questions, please attach details.</i>		

Please read and sign the following:

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

**Applicants Name:** (printed) \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## EMPLOYMENT DOCUMENT CHECKLIST

Listed below are documents that may be relevant to your application. Appropriate documentation will be required at your interview. Please indicate which copies of the documents you have submitted to support your application. Copies should be certified as being true copies by either a Justice of the Peace or a Solicitor. The College has a number of Justices of the Peace who can certify documents.

Document	Included with application – Yes/No
Driver's Licence *	
Birth Certificate *	
Marriage Certificate *	
Transcripts of courses completed *	
Document of Residency/Visa (if applicable) *	
Working with Children Check Number*	
Minister's References* <i>If one is not included please nominate a minister as a referee</i>	
Professional References	
Personal References	
Signed Privacy Policy Agreement *	
<i>Documents marked with an asterix (*) should be supplied as minimum documentation to support your application</i>	

## **Employment Privacy Policy**

Broughton Anglican College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to schools' operations and practices and to make sure it remains appropriate to the changing school environment.

### **Collection of Personal Information**

Personal information is collected from applicants to employment positions at the College that is relevant to professional qualifications, skill and work experience.

In relation to the personal information of job applicants, staff members and contractors, the primary purpose of this collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the College uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- to satisfy the school's legal obligations, for example, in relation to Child Protection Legislation.

### **Use of Personal Information**

This information is used to fill open positions within the College as the need arises. Information provided to the College in respect to an application for employment will be kept by the College for a period of six months, after which the documentation of unsuccessful applicants will be properly disposed of. Applications will not be returned to the applicant, unless specifically requested in writing.

### **Disclosure of Information**

From time to time it may be necessary to disclose personal information in the course of the employment process. An example of this may be contacting the referees supplied to provide a work related reference.

### **Management and Security of Personal Information**

Broughton Anglican College will use all reasonable security measures in place in our physical facilities to protect against the loss, misuse or alteration of information that we have collected from employment applicants. The College has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and the staff member. Further information can be obtained by contacting the College Bursar or by visiting The Office of the Federal Privacy Commissioner.

## EMPLOYMENT PRIVACY POLICY

1. In applying for this position you will be providing Broughton Anglican College with personal information. We can be contacted by mail to PO BOX 438, Campbelltown NSW 2560, by Email to [reception@broughton.nsw.edu.au](mailto:reception@broughton.nsw.edu.au), or by phone on 4633 8365.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for six (6) months.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent.
6. We are required to conduct a criminal record check, collect information, regarding whether you are or have been the subject of an AVO and certain criminal offences, under Child Protection Law.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for six (6) months.

I have read and understand the above Employment Privacy Policy.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_