**Non Teaching Employment Application Form**

*At Marian College, we believe that safeguarding students is a collective responsibility shared by all staff members engaged in child-related work. Our dedication to child safety is evident in the comprehensive policies and procedures outlined on our Child Safety webpage. Every staff member is expected to adhere to our Child Safety Code of Conduct Policy. In the event of any violation of school policies or codes of conduct by a staff member, appropriate measures will be taken by the College. This commitment involves:*

* *Understanding and adhering to legal obligations concerning child safety, including mandatory reporting.*
* *Demonstrating appropriate conduct when interacting with children and adolescents.*
* *Ensuring that individuals engaging in child-related work are suitable and have undergone necessary checks and training.*

*It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorites, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act* *1988 (Cth).*

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| **Applied Position:** | **Seen advertised on:** |

| **Personal details** (please use BLOCK LETTERS) | | |
| --- | --- | --- |
| Title: Family name: | Given name(s): | |
| Preferred name: |  | |
| If your name has changed, indicate your original family name: |  | |
| Are you of Aboriginal or Torres Strait Islander Origin? | Yes, Aboriginal | No |
|  | Yes, Torres Strait Islander | |
| **Residential address** |  | |
| Number/street: |  | |
| Suburb/town: |  | |
| State: | Postcode: | |
| **Contact details** |  | |
| Preferred phone number: | Alternative number: | |
| Email address: | | |

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| **VIT Registration** | | **Working with Children’s Check** | |
| VIT No: | VIT Type | WWCC No. | Expiry Date: |

**Please complete:**

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| **Qualifications & Registration Table:** | |  | |
| **QUALIFICATION GAINED** | **INSTITUTION** | | **DATE OF COMPLETION** |
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| *\*Please attach copies of Degrees, Diplomas, Certificates* | | | |

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| **Current Place of Employment:** |  | |
| Employer: | |  |
| Position: |  | |
| DUTIES: | | |

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| **Previous Employment:** | | |
| **Employer’s Name** | **Positions/Duties** | **Dates from-to** |
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| **Volunteer Work:** | | |
| **Organisation’s Name** | **Positions/Duties** | **Dates from-to** |
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| **Referees** | | | |
| **Name** | **Positions** | **Company** | **Phone number** |
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**MANDATORY SECTION**

**Pre-Employment Disclosure Questions**

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

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| **Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?** |
| No  Yes  If yes, please provide details: |

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| **Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?** |
| No  Yes  If yes, please provide details: |

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| **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?** |
| No  Yes  If yes, please provide details: |

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| **Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?** |
| No  Yes  If no, this will be discussed further if you are offered an interview. |

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| Declaration by employee |
| I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.  I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.  I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.  I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.  **Employee’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_** |