



Marist-Sion College

165 Burke Street Warragul VIC 3820

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EMPLOYMENT APPLICATION

Marist-Sion College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

- a) Working with Children Check status, or similar check
- b) proof of personal identity and any professional or other qualifications
- c) the person's history of work involving children
- d) references that address the person's suitability for the job and working with children.

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 authorities, 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).

POSITION	I wish to apply for employment to the _____ position advertised in the _____	
	<small>Position Title</small>	<small>Date</small>
	<small>(Newspaper, website, seek etc)</small>	<small>Date</small>

PERSONAL	TITLE		GIVEN NAME (S)	SURNAME
	<input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER			
	ADDRESS		PHONE NUMBERS	VIT REGISTRATION NO. or WORKING WITH CHILDREN NO.
			MOBILE	
			WORK	
	VIT REGISTRATION NO. or WORKING WITH CHILDREN NO.			VIT REGISTRATION TYPE
ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL		ACCREDITATION TO TEACH RELIGIOUS EDUCATION		
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COPY ATTACHED		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COPY ATTACHED		

EDUCATION	QUALIFICATION ATTAINED	YEAR COMPLETED	NAME OF INSTITUTION
	GRADES/YEAR LEVELS/SUBJECTS/PROGRAMS QUALIFIED TO TEACH		

CURRENT EMPLOYMENT	CURRENT PLACE OF EMPLOYMENT		POSITION			
	ADDRESS OF CURRENT PLACE OF EMPLOYMENT		PHONE NUMBER			
			DATE BEGAN			
	DUTIES (FOR EXAMPLE: SUBJECTS/GRADES TAUGHT IF CURRENTLY TEACHING)					
PREVIOUS EMPLOYMENT	EMPLOYER'S NAME AND ADDRESS		POSITION/DUTIES	FROM	DATES	TO
<i>Note: You must list all previous employers. If more space is required, attach a separate sheet</i>						

VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS		POSITIONS/DUTIES	FROM	DATES	TO

REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

It is an inherent requirement of the position that you be a person suitable to work in a child-connected workplace. 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.

PRE - EMPLOYMENT DISCLOSURE QUESTIONS

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?

YES ☐ NO ☐

If YES, please provide details:

Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?

YES ☐ NO ☐

If YES, please provide details:

Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?

YES ☐ NO ☐

If YES, please provide details:

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 the questions above and to ask about your suitability to work with children?

YES ☐ NO ☐

If NO, this will be further discussed further if you are offered an interview.

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 understood 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.

Signature _____ Date _____