



This form must be completed by the Applicant

(Please note, Peter Carnley Anglican Community School is hereby referred to as PCACS)

EMPLOYMENT APPLICATION FORM

1. PERSONAL DETAILS

Role applying for		Date	
Sub School (please circle if relevant)	Calista (Kindy-Year 1)	Wellard (Year 2 – Year 6)	Wellard (Year 7 – Year 12)
First Name(s)		Title (please circle)	Mr Ms Miss Mrs
Surname			
Address			
		Postcode	
Mobile Telephone		Date of Birth	/ /
Email Address			
Sex	Male / Female		
Australian Resident	Yes / No	Overseas Resident	Yes / No
Visa Type	Student / Working Holiday / Spouse / Other, please specify:		
Visa Expiry Date	/ /	Passport No	
Country of Issue			
Do you have any children enrolled at PCACS? Please list year levels.			
Do you have relatives working at PCACS?			
How did you hear about PCACS?			
If referred by staff, please provide name			

2. CERTIFICATES / COURSES / QUALIFICATIONS

Please attach copies of original documents – **applications without these documents will not be accepted.**

- **Resume** – all roles
- **Working with Children Card** – all roles (willingness to obtain if not a current card holder)
- **Police Clearance** (dated within the last 3 years) – all roles except Teacher. (willingness to obtain if not a current clearance holder)
- **TRBWA:** annual registration - Teacher
- **TRBWA:** type of registration (Provisional / Full / NP / Limited) and period of registration - Teacher
- **Academic Transcripts** and Certificates / Formal Qualifications – all roles

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Calista Campus Cnr Gilmore Ave and Summertown Road, Calista WA 6167 | Telephone (08) 6323 5400 | Postal Address PO Box 642, Kwinana WA 6966

Email info@pcacs.wa.edu.au | Website www.pcacs.wa.edu.au | Part of AngliSchools

3. QUALIFICATIONS

Year Started / Finished	School / TAFE / University	Qualification / Degree

4. EMPLOYMENT HISTORY

(List current or most recent employer first)

Employed From / To	Employer's Name	Position Held	Reason for Leaving

5. PROFESSIONAL REFEREES

Referees must be a Line Manager / Supervisor and include your most recent place of employment.

Name of Referee		Referee Position	
Organisation Name			
Telephone	Business No:	Mobile No:	
Email			

Name of Referee		Referee Position	
Organisation Name			
Telephone	Business No:	Mobile No:	
Email			

Name of Referee		Referee Position	
Organisation Name			
Telephone	Business No:	Mobile No:	
Email			

6. WORKER'S COMPENSATION DISABILITY / INJURY

Do you have any physical limitations that may affect your performance in this role? Yes/No

If YES, please provide details.

Have you ever made a workers compensation claim? Yes/No

If YES, please provide details.

Have you ever been convicted or investigated of a criminal offence, received a caution or have other legal or pending cases, including formal disciplinary action, which may affect your suitability to work with children?

Yes / No

If YES, please provide details.

COMMITMENT TO MISSION, VISION AND VALUES

Grace
Truth

Both the School crest and motto capture the theme of journey (at both a sacred and temporal level): journey of life, journey of learning, journey of faith.

Peter Carnley Anglican Community School (PCACS) is part of AngliSchools. The School opened in January 2007 in Wellard catering for coeducational students from Kindergarten to Year 12. In 2017 the Calista Campus opened catering specifically for Kindergarten to Year 1 students, with further expansion in 2021 opening to Pre- Kindergarten enrolments. PCACS is a rapidly growing School strongly grounded in our local community and deeply committed to supporting the aspirations of our students and families.

PCACS seeks to provide excellence in education, stressing high academic standards and the development of individual potential in a dynamic, caring and Christian environment.

The following areas are emphasised:

- Academic Excellence.
- A holistic education, with Gospel values as their foundation.
- Individual care of students in a safe campus environment.
- Excellence in teaching and learning.
- Quality and relevant Christian Religious Studies and worship opportunities.
- High behavioural standards and expectations.
- High achievement in traditional academic subjects.
- Relevant vocational educational offerings.
- The development of high ethical standards and self-discipline.
- The development of individual student potential.
- The development of Christian character and leadership potential.

PCACS students are given an education to prepare them to become contributing and successful members of the community and potential future leaders of that community. The School aims to nurture each child so he or she is able to accept responsibility, demonstrate commitment and initiative, and be self-disciplined whilst showing sensitivity to the needs of others. The School aims to stimulate students' intellectual curiosity; increase the capacity to tackle and solve problems; think creatively and logically and have the ability to work with others. Students receive a Christian education and are encouraged to use it as a basis for living. The School expects students to show the highest possible standards of courtesy, dress and behaviour.

CODE OF CONDUCT FOR STAFF / VOLUNTEERS AND DECLARATION

I have read and understood *The Staff Code of Conduct* as provided by the Human Resources Administrator. As an employee or volunteer of PCACS I am committed to the Values, Vision and Philosophy of the organisation. I therefore promise to work within these declarations, to uphold the ethos of the School as well as PCACS policies and procedures with diligence, honesty, compassion and respect to provide a safe and fair environment of our students, their families, our staff and volunteers, visiting practitioners, contractors and the community.

I will endeavour at all times, to conduct myself and carry out my work so that those receiving or providing services are not harmed or discriminated against.

In making this application for employment, I declare that all the answers given above are true to the best of my knowledge. I understand clearly that I shall render myself liable to dismissal if I knowingly provide any false or misleading information.

I recognise that employment with PCACS will involve ongoing training and development, which I will attend as deemed necessary. I understand that PCACS places great importance on occupational health and safety and that I will be expected to comply with occupational safety and health best practices within the workplace.

I hereby authorise PCACS to contact my referees and former employers to provide any information relevant to this application.

Signature of applicant: _____ Date: ____/____/____

Pre-Employment Health Checklist

Strictly Private & Confidential

NAME: _____

Important Information:

- a) The purpose of this assessment is to ensure that applicants are able to perform the inherent requirements of the job.
- b) Please tick Yes or No to **every** question. If you answer yes, please provide full details in the space provided on page 2. A full and detailed explanation will reduce the likelihood of any delays in the recruitment process.
- c) Ensure that the declaration is signed after completion of this questionnaire.
- d) Please note that under Section 79 of the *Workers' Compensation and Rehabilitation Act*, willful and false representation regarding a previous disability may preclude the payment of future compensation.

1. Have you ever suffered from or do you now have any of the following?

	Yes	No		Yes	No
High blood pressure or heart disease?	<input type="checkbox"/>	<input type="checkbox"/>	Back, neck or spinal injury?	<input type="checkbox"/>	<input type="checkbox"/>
Asthma, bronchitis, wheeze or other lung disease?	<input type="checkbox"/>	<input type="checkbox"/>	Whiplash injury?	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath?	<input type="checkbox"/>	<input type="checkbox"/>	Sciatica / slipped disc?	<input type="checkbox"/>	<input type="checkbox"/>
Stomach pains, ulcers?	<input type="checkbox"/>	<input type="checkbox"/>	Spinal operation?	<input type="checkbox"/>	<input type="checkbox"/>
Hernia?	<input type="checkbox"/>	<input type="checkbox"/>	Arthritis / rheumatism?	<input type="checkbox"/>	<input type="checkbox"/>
Frequent or persistent headaches?	<input type="checkbox"/>	<input type="checkbox"/>	Hip / knee / ankle injury?	<input type="checkbox"/>	<input type="checkbox"/>
Allergies, hay fever or sinus troubles?	<input type="checkbox"/>	<input type="checkbox"/>	Shoulder / elbow / wrist injury?	<input type="checkbox"/>	<input type="checkbox"/>
Eczema/dermatitis/ psoriasis or other skin problems?	<input type="checkbox"/>	<input type="checkbox"/>	Other joint?	<input type="checkbox"/>	<input type="checkbox"/>
Any problems with your eyes/vision?	<input type="checkbox"/>	<input type="checkbox"/>	Injury / stiffness / pain?	<input type="checkbox"/>	<input type="checkbox"/>
Any problems with your ears / hearing?	<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis?	<input type="checkbox"/>	<input type="checkbox"/>
Blood disorders or cancer?	<input type="checkbox"/>	<input type="checkbox"/>	Nervous or mental illness?	<input type="checkbox"/>	<input type="checkbox"/>
Alcohol or drug problem?	<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy / fits?	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes?	<input type="checkbox"/>	<input type="checkbox"/>	Depression?	<input type="checkbox"/>	<input type="checkbox"/>
			Anxiety / Stress?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to any of the above, please provide details.

2. Declaration

I declare that the answers to all questions are correct and that I have not withheld any information regarding my past or present health and I accept that if I am employed, and it is subsequently found that I have willfully misstated any significant information herein, I will be liable to dismissal.

I will supply and give my permission to PCACS to seek and obtain any other relevant information from any available source, which may be required to assess my present health status.

Signature of Applicant: _____

Date: _____