

APPLICATION FORM

Assistant Principal Students



St Edmund's College

IPSWICH QLD

Return 'Confidential' to:

The Principal
St Edmund's College

Post: PO Box 2343
North Ipswich QLD 4305

Email: secmail@sec.qld.edu.au

Employment Collection Notice

1. In applying for this position you will be providing St Edmund's College, on behalf of Edmund Rice Education Australia (EREA), with personal information.
2. If you provide St Edmund's College with personal information, for example your name and address or information contained on your resume, St Edmund's College will collect the information in order to assess your application.
3. St Edmund's College may keep this information on file if your application is unsuccessful in case another position becomes available. We will not disclose this information to a third party without your consent.
4. You may seek access to your personal information held by St Edmund's College 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. This information will be provided to the interview panel for the position for which you are applying.
6. If you provide St Edmund's College with the personal information of others, we encourage you to inform them that you are disclosing that information and why; that they can access that information if they wish; that St Edmund's College does not usually disclose the information to third parties.

1. PERSONAL INFORMATION

Surname: _____

Christian Names: _____

Home Address:

Home Telephone: _____

Mobile Phone: _____

Email Address: _____

Present Position: _____

**Name of school/office at
which you are currently
employed:** _____

Address:

Telephone: _____

Email and _____

**Postal addresses
for communication with
respect to this
application:** _____

REFEREES

Names and addresses of **three** persons who have consented to act as referees and who have been approached to provide references.

NB. The Principal of St Edmund's College reserves the right to contact persons not nominated by the applicant.

1.1 Supervisor (EREA Regional Director, Diocesan Principals' Consultant, Principal or equivalent)

Name _____
Position _____
Location _____
Phone _____
Mobile _____
Email _____

If you do not want the person nominated in 1.1 to be contacted, please outline your reasons and nominate as a referee a previous employer / supervisor or another person to whom you have been responsible in your employment.

Reason _____

Alternative to 1.1

Name _____
Position _____
Location _____
Phone _____
Mobile _____
Email _____

1.2 Professional Colleague

(In the case of a Deputy Principal or equivalent, this Reference Check must be completed by your current Principal. In the case of a person currently in a Principal/Headmaster position, this Reference Check is to be completed by another senior professional colleague.)

Name _____
Position _____
Location _____
Phone _____
Mobile _____
Email _____

1.3 Professional Colleague

Name _____
Position _____
Location _____
Phone _____
Mobile _____
Email _____

2 QUALIFICATIONS

2.1 Tertiary Education Qualifications (including those for Religious Education)

Please list from most recent.

Years attended (Most recent)	_____	Years attended	_____
Institution	_____	Institution	_____
Qualifications	_____	Qualifications	_____
Major area/s Study	_____	Major area/s Study	_____
Years attended	_____	Years attended	_____
Institution	_____	Institution	_____
Qualifications	_____	Qualifications	_____
Major area/s Study	_____	Major area/s Study	_____

Please attach copies of academic transcripts.

2.2 Other Qualifications

Years attended	_____	Years attended	_____
Institution	_____	Institution	_____
Qualifications	_____	Qualifications	_____
Major area/s Study	_____	Major area/s Study	_____
Years attended	_____	Years attended	_____
Institution	_____	Institution	_____
Qualifications	_____	Qualifications	_____
Major area/s Study	_____	Major area/s Study	_____

