



Established 1892

St Edmund's College

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Application for Employment

PRIVACY DISCLOSURE – YOUR INFORMATION AND ITS USE

- This information is sought by the Employer, Edmund Rice Education Australia (EREA) on behalf of St Edmund's College.
- The information will be used for the purpose of selecting a candidate to fulfil the role within an Edmund Rice School viz. ST EDMUND'S COLLEGE.
- Information will be kept only for the duration of the selection process.
- Candidates may seek access to information gathered about them for the process of selection.
- The information will be disclosed only to those who play a role in the selection process.
- Failure to disclose the requested information will affect initial/ongoing employment.

1. **POSITION APPLIED FOR** _____

2. **PERSONAL PARTICULARS** *Please use BLOCK LETTERS*

Title _____ Dr / Mr / Mrs / Ms / Miss	SURNAME _____
	Given Names _____
Address _____	
	Post Code _____
Previous Surname: _____	Religion: _____
Telephone () _____	Mobile _____
Email: _____	

3. **Queensland College of Teachers Registration Number** _____
*(**If applicable to the position being applied for)*

Expiry Date _____

4. SUITABILITY CARDS

- a) ***A Queensland Working with Children Blue Card is essential for all non-teaching appointments.**
***If you do not have a current Queensland Blue Card you will be required to lodge an application prior to the commencement of employment.**

Do you hold such a card? YES / NO

If Yes, Card Number _____ Expiry Date _____

- b) **All staff are required to sign a suitability declaration.**

5. PROFESSIONAL RECORD

- Please list tertiary or other appropriate qualifications.
- On offer of employment you will be required to supply certified photocopies of any relevant documentation.

Qualifications	Name of Institution	Major Study Disciplines	Other Disciplines

6. Other relevant courses completed

7. TEACHING EXPERIENCE / WORK HISTORY

Please account for gaps in continuous employment

From (month & year)	To (month & year)	School	Subject or Areas	Year Levels

(Please attach additional sheet if insufficient space)

8. ADMINISTRATIVE EXPERIENCE

(if applicable to the position being applied for)

From (month & year)	To (month & year)	Position Held	Description of Experience

(Please attached additional sheet if insufficient space)

9. CURRENT EMPLOYMENT DETAILS

Present Employer	
Present Position	
Date of Appointment	
Brief Description of Responsibilities	

10. Driver's Licence

Do you have a current Driver's Licence?

Yes No

Licence Number: _____

Probationary or Full Licence _____

Endorsements (if any) _____

11. Special Requirements

Do you suffer from any disability, illness or injury which might affect your performance of the tasks associated with this position or necessitate us modifying the work environment (eg. ramp, downstairs office, etc). If yes, please give details (Note: Equal Opportunity guidelines apply to the consideration of this information.)

12. Criminal Convictions

Do you have any criminal convictions or charges in relation to children?

Yes No

If yes, please detail below

13. Criminal Records Check

If selected for the position, are you willing to undertake a Criminal Records Check prior to an offer of employment?

Yes No

14. Special Skills and Life Experience

(Please detail any special skills or experience which you consider is relevant to your application for this position. You may go into as much detail as you wish, and attach a separate page if necessary.)

15. Referees

Please give the names of **THREE** referees to be contacted in reference to your application.
(One referee would normally be your current Principal.)

Relevant work referees are preferred, eg. previous supervisors or line managers. If three such referees are not available, other work referees and relevant personal referees (not relatives) are acceptable. In selecting your referees, please select as far as possible people who are able to speak objectively about your suitability for the position.

1. **Name** _____
Occupation _____
Address _____
Phone (w) _____
Phone (h) _____

2. **Name** _____
Occupation _____
Address _____
Phone (w) _____
Phone (h) _____

3. **Name** _____
Occupation _____
Address _____
Phone (w) _____
Phone (h) _____

16. DECLARATION

I certify that my answer to each of the above questions is true and that the information provided is correct.

Applicant's Signature _____

Date _____

17. Please attach for all employment applications:

1. **Covering letter**
2. **Current Curriculum Vitae**
3. **Application for Employment Form**

18. Return all attachments to: secmail@sec.qld.edu.au

1 October 2019