



SWAN VALLEY
ANGLICAN COMMUNITY SCHOOL

EMPLOYMENT APPLICATION FORM

Please complete this form (where applicable) and submit it with your application.

Any information supplied will be treated in confidence.

Position applied for: _____

PART A – Personal Details

Title: (Dr, Mr, Mrs, Ms, Miss, Other) _____

First Name: _____ Last Name: _____

Preferred name: _____

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Country: _____

Contact Home: _____ Business: _____

Mobile: _____ Email: _____

Are you an Australian citizen?

Yes No

Are you an Australian permanent resident?

Yes No

If you are not an Australian permanent resident, do you have a current Working Visa?

Yes No

Do you have a Working with Children Check?

Yes No

If Yes, please state card number: _____(attach copy)

Do you have TRBWA registration?

Yes No Applied and waiting confirmation

TRBWA number: _____(attach copy)

TRBWA registration category:

Full Provisional Non-Practising Limited

PART B – Qualifications

Academic

Degree/Diploma	University/Institution	Year Awarded

Other (eg: First Aid, Coaching, Bus Licence)

Qualification	Issued By	Year Awarded	Expiry Date

Teaching Subject Specialisation/s: _____

PART C – Employment Details

Are you currently employed?

Yes No

If Yes, please complete details below:

Current Employer: _____

Current Position: _____

Length of Service: _____(years) _____(months)

May we contact you at work?

Yes No

How many weeks' notice are you required to give your current employer? _____

Date/s when you are available to start work: _____

Details of previous employers

Position	Employer	From	To

NB: If you are a graduate applicant, please attach copies of your reports for your two most recent practicums.

PART D – Professional Referees (at least 3 required):

Name: _____

School/Business: _____

Position: _____ Relationship: _____

Contact Home: _____ Business: _____

Mobile: _____ Email: _____

Name: _____

School/Business: _____

Position: _____ Relationship: _____

Contact Home: _____ Business: _____

Mobile: _____ Email: _____

Name: _____

School/Business: _____

Position: _____ Relationship: _____

Contact Home: _____ Business: _____

Mobile: _____ Email: _____

Name: _____

School/Business: _____

Position: _____ Relationship: _____

Contact Home: _____ Business: _____

Mobile: _____ Email: _____

To assist in our assessment of your application for employment we may need to contact the referees you have nominated in your application or your previous employers. Please confirm that you authorise us to contact your referees and former employers without seeking further consent.

Yes No

If No, please provide further details: _____

PART E – Acknowledgement of Information

I acknowledge that the information contained in this application is a true and correct statement of my particulars, qualifications, training, experience and competencies. I understand that statements found to be false within my knowledge may make me liable for immediate dismissal.

Signature: _____ Date: _____

FOR YOUR APPLICATION TO BE CONSIDERED, YOU MUST RETURN ALL OF THE FOLLOWING:

- **Employment Application Form**
- **Covering Letter addressed to the Principal outlining your interest and suitability**
- **Curriculum Vitae**
- **Names and Details of Three Referees (minimum)**
- **Working with Children Check (or application)**
- **National Criminal History Check (or willingness to obtain - non-teaching staff)**
- **Teachers Registration Board (copy required – Teachers only)**

Applications should be **emailed** by the due date/time as advertised to: hr@svacs.wa.edu.au or marked “Confidential” and **mailed** to:

**The Principal
Swan Valley Anglican Community School
Locked Bag 2
ELLENBROOK WA 6069
AUSTRALIA**

Swan Valley Anglican Community School prioritises the safety, welfare and wellbeing of children and young people, and expects all staff (paid and unpaid), School Council members, practicum students, volunteers, visitors and contractors to share this commitment.