



Application for Employment Support Staff

Please complete this form and email to employment@stpeters.nsw.edu.au with supporting documentation.

Please indicate the position you are applying for: _____

POSITION DETAILS

If you are applying for an advertised position, where did you see the advertisement?

<input type="checkbox"/> St Peter's Website	<input type="checkbox"/> Teachers.on.net	<input type="checkbox"/> Local Newspaper
<input type="checkbox"/> TES Australia	<input type="checkbox"/> "Word of mouth"	<input type="checkbox"/> Other (please specify)

PERSONAL DETAILS

Title (Mr, Mrs, Ms, Miss, Dr)	_____	Family Name	_____
First Name	_____	Previous Name (if applicable)	_____
Date of Birth	_____	Email Address (Personal)	_____
Permanent Address	_____		
Postal Address	_____		
Telephone Numbers	Home	_____	
	Mobile	_____	
	Work	_____	

CITIZENSHIP

Citizenship (Country)	_____	Passport Number (if applicable)	_____
International Applicants (Please provide details of Visa/Approval to work in Australia)			

QUALIFICATIONS - Note: Certified copies to be provided if successful for interview

Year completed or to be attained	Provider/Institution	Course level attained (Degree, diploma, Certificate)

Please provide copies of academic transcripts.

PROFESSIONAL DEVELOPMENT AND TRAINING COURSES

Please list significant Professional Development and Training courses undertaken in past five (5) years

Name of Course	Provider/Institution	Year of Course	Award (If applicable)

CURRENT EMPLOYMENT DETAILS

Current position

Name of Organisation _____ FTE _____

Date of appointment _____

Position on Salary Scale _____ Salary \$ _____
(eg Band 2, Sept 13)

Reason for leaving _____

PAST EMPLOYMENT

Date From	Date To	Employer	Position Title	Full time, Part time, Temporary or Casual

CHURCH AFFILIATION

Religious Denomination _____ Church attended _____

Present involvement _____

Have you included a Minister's reference with your application? Yes No

REFEREES

Please provide the contact details of at least three (3) referees, including current Minister of religion and current employer

Name	Company/Position/Relationship	Contact number

WORKING WITH CHILDREN CHECK

Positions in schools are child related positions. Should you be the successful applicant, you will not be employed until you have provided your "Working With Children" clearance number and clearance date for verification by the School. For more information on the process involved, please visit <http://www.newcheck.kids.nsw.gov.au>

If you have a WWC Number, please provide: _____

DECLARATION BY APPLICANT

Have you ever had:- <ul style="list-style-type: none"> • Convictions for sexual or drug related offences • Proceedings against you for offences other than traffic offences • Have you ever been convicted of an offence carrying a penalty or imprisonment 	Yes Yes Yes	No No No
Have you ever been (or are you currently) subject to disciplinary proceedings in relation to your employment in Australia or any other Country	Yes	No
Do you have any illness/injury/health problem that may render you unable to carry out the requirements of the desired position?	Yes	No
Do you have a Workers Compensation illness/injury that may render you unable to carry out the requirements of the desired position?	Yes	No
I have objections to the school contacting past or current employers or referees to provide information relevant to my employment and this application. Further, I acknowledge that a criminal record may affect the decision of the school to employ me. I also understand that any offer of employment is subject to a working with Children's clearance newcheck.kids.nsw.gov.au	Yes	No

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

I am a committed Christian who regularly attends Church	Yes	No
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APPLICANT'S SIGNATURE

Please read and sign the following:-

I certify that the information provided by me in this application form is complete and correct in every detail and I understand that any deliberate inaccuracies or omissions may result in non-acceptance of this application and/or the termination of any employment that may be offered.

Applicant's Name

Applicant's Signature

Date

EMPLOYMENT DOCUMENT CHECKLIST

Listed below are documents that may be relevant to your application. You must bring originals of these documents with you, if you are invited to attend an interview. Please provide a copy of all documents below for the school's records.

Documentation to be included with Application	Included with Application Yes / No
100 point identification (usually current photo driver's licence and birth certificate or current passport)	
Academic Transcript (Degrees, Diplomas or Certificates)	
Proof of citizenship/Australian Residence (usually birth certificate, passport or visa)	
Minister's References (If one is not included, please nominate a Minister as a referee)	
Signed Employment Collection Notice	
Current First Aid Certificate (if applicable)	
Resume and covering letter	
Information which addresses the Selection Criteria within the Role Description	



Employment Privacy

(Extract from the Privacy Policy – 2014)

St Peter's Anglican Primary School is bound by the Australian Privacy Principles (APP) contained in the Commonwealth Privacy Act.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

Collection of Personal Information

Personal information is collected from applicants, staff members and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be. The purposes for which the School uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the School; and
- to satisfy the School's legal obligations, for example, in relation to child protection legislation.

Use of Personal Information

This information is used to fill open positions within the School as the need arises. Information provided to the School in respect to an application for employment will be kept by the school for a period of one year, after which the documentation of unsuccessful applicants will be properly disposed of. Applications will not be returned to the applicant, unless specifically requested in writing.

Disclosure of Information

From time to time, it may be necessary to disclose personal information in the course of the employment process. An example of this may be contacting the referees supplied to provide work related references.

Management and Security of Personal Information

The School has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee's records. As a result, an individual is exempt from the scope of the Privacy Act if the act or practice is directly related to:-

- a current or former employment relationship between the School and the individual; and
- an employee record held by the organization relating to the individual. Further information can be obtained by visiting the Office of the Federal Privacy Commissioner.

EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing St Peter's Anglican Primary School with personal information. Our contact details are as follows:

Address: 5 Howe Street
Campbelltown NSW 2560

Email Address: employment@stpeters.nsw.edu.au

Phone Number: 02 4627 2990

2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP's) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact of the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We are required to collect information under Child Protection Laws.
6. The School may store personal information in the "cloud", which may mean that it resides on servers which are situated locally outside Australia.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

I have read and understand the above Employment Collection Notice.

Applicant's Name

Applicant's Signature

Date