Employment Application Form



The early Marists proclaimed 'Let it be said of us, as it was of the first Christians, 'see how they love one another'. In a world thirsting for connection and belonging, we strive to be a place in which a family spirit of love, respect and mutual trust are the wellsprings of growth and healing.

JOIN OUR TEAM

Presence - Family Spirit - Simplicity - In the Way of Mary - Love of Work

Assumption College holds true to the Marist pillars, providing an inclusive learning environment with a view to prepare students for all aspects of life - continually reaching higher to achieve their potential and beyond in the spirit of our motto, Quae Supra Quaere. This commitment requires passionate people, with high quality skills and an inclination to share knowledge and expertise collaboratively.

APPLICATION REQUIREMENTS

When applying for a position with us you are required to:

- Complete this application form.
- Provide a current professional resume and covering letter addressing advertised position selection criteria
- Provide evidence of eligibility to work in Australia.
- Provide two professional references to support your application.
- Provide Proof of identification.
- Complete a Child Safety Declaration, including confirmation that you have read our Child Safeguarding Code of Conduct and Policy.
- Provide evidence of current VIT registration, or,
- Provide evidence or agree to undertake a Working With Children Check for non-teaching positions.

All staff members at Assumption College are expected to support the Catholic ethos of the College. Assumption College is an inclusive and transformative Marist community, inspiring one another to shape the future with audacity and hope. As a reflection of identity our employment practices support a respectful and supportive workplace, one that enables us to attract and retain a diverse workforce.

DECLARATION

I declare that I have read, understood and if appointed will abide by the College Child Safeguarding Code of Conduct, Child Safeguarding Policy and (Staff) Student Professional Boundaries Policy.

I declare that I am not, or have not been:

- The subject of any disciplinary action in a professional or employment capacity,
- Guilty of an offence which is (or would be if committed in Victoria) an indictable offence
- In breach of any requirements of the Worker Screening Act (2020) or National Criminal History Record Check, according to an assessment notice made.

Signature	Date

Please return this form, together with a current professional resume and covering letter addressing selection criteria to the Human Resources Manager: hr@assumption.vic.edu.au. For hard copy applications, our postal address is Assumption College Kilmore, Po Box 111, Kilmore, Victoria, 3764.





ADVERTISED ROLE

PERSONAL DETAILS

SURNAME	TITLE	
GIVEN NAMES		
HOME ADDRESS		
MOBILE TELEPHONE	HOME TELEPHONE	
EMAIL		
CURRENT EMPLOYER		
LOCATION: CURRENT EMPLOYER		
DATE OF COMMENCEMENT (OR DURATION OF EMPLOYMENT)		



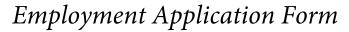


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PROFESSIONAL/EMPLOYMENT HISTORY

ACADEMIC AND PROFESSIONAL QUALIFICATIONS			
QUALIFICATION	N	INSTITUTION	COMPLETED (YEAR)
PROFESSIONAL	_ EXPERIEN	ICE (RELEVANT TO APPLICATI	ON)
DATES (TO/FROM)	SUMMAR	Y OF ROLE OR DUTIES	
OTHER WORK/VOLUNTEER EXPERIENCE			
DATES (TO/FROM)	SUMMAR	Y OF ROLE OR DUTIES	
LEADERSHIP/MANAGEMENT EXPERIENCE			
DATES (TO/FROM)	SUMMARY OF ROLE OR DUTIES		
ACHIEVEMENTS (PROFESSIONAL/ACADEMIC/COMMUNITY)			

Mar





FOR TEACHING POSITIONS ONLY

VIT REGISTRA	TION	NUMBER		
EXPIRY DATE				TYPE (PTT, PROV, FULL)
TEACHING EX	PERIENCE			
DATES (TO/FROM)	SCHOOL		SUB	JECT(S) & YEAR LEVEL

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PROFESSIONAL DEVELOPMENT

RELEVANT PROFESSIONAL DEVELOPMENT (PAST 3 YEARS)			
DATE	COURSE/UNIT	DESCRIPTION	
	COMPETENCY		

PROFESSIONAL ASSOCIATIONS OR REGISTRATION

CURRENT MEMBERSHIP/AFFLIATION	N RECOGNISED PROFESSIONAL BODIES
ASSOCIATION/RECOGNISED BODY	
IF RELEVANT - POSITION HELD (E.G CHAIR, COMMITTEE MEMBER, ADVISOR)	

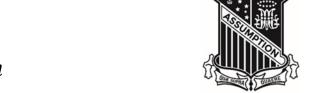
Assumption College, Sutherland Street, PO Box 111, Kilmore, Vic 3764, Ph: 5783 5000 Operates as part of Marist Schools Australia





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PARISH/CHURCH INVOLVEMENT
OTHER INVOLVEMENT IN SUPPORT OF YOUR APPLICATION
Professional/Community/Recreational/Other
Professional/Community/Recreational/Other



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RE	FEREES	
1	Name and Title	
	Professional Relationship (e.g Manager, Supervisor)	
	Contact Details (phone and email)	
2	Name and Title	
	Professional Relationship (e.g Manager, Supervisor)	
	Contact Details (phone and email)	
3	Name and Title	
	Professional Relationship (e.g Manager, Supervisor)	
	Contact Details (phone and email)	