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|  | *EMPLOYMENT**APPLICATION* *FORM* |

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| **POSITION APPLIED FOR:** | **HEAD OF MISSION & EDUCATION** |
| **NAME OF APPLICANT:** |  |

*Applicants please note that this form should be accompanied by:*

1. *An application letter that clearly addresses how you meet the requirements of the Key Selection Criteria, and*
2. *A detailed Curriculum Vitae.*

*Mercy Education is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:*

* *Working with Children Check status, or similar check*
* *proof of personal identity and any professional or other qualifications*
* *the person’s history of work involving children*
* *references that address the person’s suitability for the job and working with children.*

*It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment.*

*Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act* *1988 (Cth).*

**Applicant Declaration**

*I declare that the contents of this form, my application letter and curriculum vitae are all true and correct and complete to the best of my knowledge, and no information concerning my employment history has been withheld.*

*I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.*

*I understand that all applicants are required to undergo background screening which may include a National Police Record Check and/or Working With Children Check. I consent to such screening and checks in connection with my application for employment.*

*I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work.*

*I understand and accept that my appointment to this position requires compliance with Mercy Education’s child-safe policy and code of conduct. I have read and understand these documents.*

*I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.*

# Signature Date

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE RETURN THE COMPLETED FORM, TOGETHER WITH:**

 **THE PRINCIPAL**

 **NAME OF COLLEGE**

email address for receipt of applications

**or to COLLEGE ADDRESS**

 **CITY STATE POSTCODE**

**by: CLOSING DATE**

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| **FULL NAME OF APPLICANT:** |  |
| **HOME ADDRESS:** |   |
| **MOBILE TELEPHONE:** |  |
| **CURRENT EMPLOYER:** |  |
| **CURRENT POSITION:** |  |
| **CURRENT EMPLOYER ADDRESS:** |  |
| **DATE OF COMMENCEMENT:** |  |
| **AUSTRALIAN CITIZEN or** **PERMANENT RESIDENT** |  |
| **RELIGION (Optional):** |  |
| **LOCAL CHURCH OR PARISH (Optional):** |  |
| **HOW DID YOU HEAR ABOUT THIS ROLE?** |  |

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| **ACADEMIC AND PROFESSIONAL QUALIFICATIONS** |
| **QUALIFICATIONS** | **INSTITUTION** | **YEAR COMPLETED** |
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| **PREVIOUS EMPLOYER’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES****FROM UNTIL** |
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| *(Note: You must list all previous employers. If more space is required, attach a separate sheet)* |

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| **VOLUNTEER WORK ORGANISATION’S NAME AND ADDRESS** | **POSITION / ROLE** | **DATES****FROM UNTIL** |
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| *(Note: You must list all previous places of volunteer work where such work involved children.* *If more space is required, attach a separate sheet)* |

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| **REFEREE’S NAME** | **POSITION** | **SCHOOL/COMPANY** | **PHONE NUMBER** |
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| **OTHER INVOLVEMENTS WHICH MIGHT SUPPORT YOUR APPLICATION** |
| **PROFESSIONAL:** |  |
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| **COMMUNITY:** |  |
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| **PARISH / CHURCH INVOLVEMENT:** |  |
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**PRE-EMPLOYMENT DISCLOSURE QUESTIONS**

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions is relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

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| 1. **Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?**
 |
| **NO / YES**  *(delete whichever does not apply)* |
| **If yes, please provide details:** |
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| 1. **Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?**
 |
| **NO / YES**  *(delete whichever does not apply)* |
| **If yes, please provide details:** |
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| 1. **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?**
 |
| **NO / YES**  *(delete whichever does not apply)* |
| **If yes, please provide details:** |
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| 1. **Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?**
 |
| **NO / YES**  *(delete whichever does not apply)* |
| **If no, this will be discussed further if you are offered an interview.**  |