

**Iona College Geelong**

**Non-Teaching Application Form**

**PERSONAL DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME:** | | | | |
| **ADDRESS:** | | | | |
| **CITY:** | | **STATE:** | | **POSTCODE:** |
| **EMAIL ADDRESS:** | | | | |
| **TELEPHONE:** | **HOME:** | | **MOBILE:** | |
| **WORKING WITH CHILDREN CHECK NUMBER:** | | | | |
| **LIST CURRENT FIRST AID QUALIFICATION(S):** | | | | |
| **POSITION YOU ARE APPLYING FOR:** | | | | |

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification Gained | Institution Attended | Years Attended | Year Awarded |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EMPLOYMENT RECORD**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please provide a full employment history including any employment gaps and reason for the gap/s from the date of your first employment. | | | | |
| **FULL EMPLOYMENT HISTORY** | | | | |
| **Occupation** | **Employer** | **Year** | | **Reason for Leaving** |
| **From** | **To** |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |

**NOMINATED REFEREES**

|  |  |
| --- | --- |
| **To support character and professional capability.**  **Professional Capability Referees**: Please provide details of your two (2) most recent Employers in organisations where you were last appointed in a paid position.  **Additionally:**  **Character Referee**: please provide details of one (1) person to act as a Character Referee.  Please note that referees will **only** be contacted upon the completion of the interview process. | |
| PROFESSIONAL CAPABILITY 1 | |
| NAME: | POSITION: |
| ORGANISATION: | EMAIL: |
| PHONE: | MOBILE |

|  |  |
| --- | --- |
| PROFESSIONAL CAPABILITY 2 | |
| NAME: | POSITION: |
| ORGANISATION: | EMAIL: |
| PHONE: | MOBILE |

|  |  |
| --- | --- |
| CHARACTER REFEREE | |
| NAME: | POSITION: |
| ORGANISATION: | EMAIL: |
| PHONE: | MOBILE |

**CRIMINAL RECORD CHECK**

|  |  |  |
| --- | --- | --- |
| PLEASE ANSWER THE FOLLOWING QUESTIONS | | |
| Have you ever been convicted of any criminal offence, including where no sentence was imposed? | YES  NO |  |
| if yes, please give a brief description below: | | |
| Have you been charged with a criminal offence, including where the charge has been withdrawn or you were acquitted of the offence? | YES  NO |  |
| if yes, please give a brief description below: | | |
| Have you ever been accused of physically, sexually or emotionally abusing or harming a child or a young person? | YES  NO |  |
| if yes, please give a brief description below: | | |
| *(*For applicants who have at any time worked in Victoria)- Have you ever been the subject of an allegation of “reportable conduct” (that is: sexual offence, sexual misconduct, assault, ill treatment, neglect or psychological harm of a child)? | YES  NO |  |
| if yes, please give a brief description below: | | |
| *(*For applicants who have at any time worked outside of Victoria) - Have you ever been the subject of an allegation involving your conduct with a child or young person, such as sexual offence, sexual misconduct, assault, ill-treatment, neglect or psychological harm that resulted in a notification to a statutory authority under the local child protection legislation? | YES  NO |  |
| if yes, please give a brief description below: | | |
| |  | | --- | | Have you even been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm? | | YES  NO |  |
| if yes, please give a brief description below: | | |
| Have you ever been the subject of a complaint/allegation and/or internal investigation that related to a breach of your professional boundaries and/or breach of Code of Conduct? | YES  NO |  |
| if yes, please give a brief description below: | | |
| During the last 5 years have you been the subject of formal performance management and/or disciplinary proceedings (or any action that might lead to such proceedings) in relation to your employment? | YES  NO |  |
| if yes, please give a brief description below: | | |
| |  | | --- | | As a result of any such proceedings or for any other reason, have you ever been suspended, dismissed or asked to resign from your position? | | YES  NO |  |
| if yes, please give a brief description below: | | |

**HEALTH CHECK QUESTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | |  | | --- | | Do you have any significant vision, voice or hearing loss or impairment that may impact on your capacity to carry out the full requirements of the position for which you are applying, or that may be aggravated or worsened by the duties of the position? | | | YES  NO |  |
| If yes, please provide details: | | |
| |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | | Is there any other information regarding your health history and or pre-existing injuries that may need to be known when considering your application for employment? | | | | YES  NO |  |
| If yes, please provide details: | | |

**APPLICATION DECLARATIONS:**

|  |
| --- |
| By submitting this application, I declare that there is no reason for Iona College Geelong and Melbourne Archdiocese Catholic Schools (MACS) to believe I am not suitable to work in child-related employment. I understand if Iona College Geelong and MACS becomes aware that I have failed to disclose or inaccurately disclosed any information in this application, my application and any potential employment offer being terminated.  **Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_** |
| I certify that the information provided in this application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in my application and any potential employment offer being terminated.  **Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| |  | | --- | | I understand that if medical information is required (after interview), I may be asked to give written authorisation for Iona College Geelong to seek relevant medical information. I acknowledge that wilful suppression or inaccuracy may result in my application and any potential employment offer being terminated.  **Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_** | |
| I certify the accuracy of the information provide with this application. I consent to Iona College Geelong contacting current referees as nominated on my application should I be interviewed by the College for a position. No contact with referees will be made until after the interview process.  **Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_** |
| I understand that a current Working with Children Check (WWCC) is required as part of the employment application process and it is a condition of any employment offer from Iona College Geelong that I hold a valid Working with Children Check (WWCC) at all times during my employment. In addition, a National Criminal Check may be required as part of the employment assessment process. The existence of a criminal record or other relevant record may affect the ability of Iona College Geelong to proceed to interview stage. Successful applicants must also hold a current first aid qualification.  **Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_** |

**EMPLOYMENT COLLECTION NOTICE**

In completing an application form for employment at Iona College Geelong, you will be supplying the College with personal information.

If you provide us with personal information, for example, your name and address or information contained on this form, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent, other than to the referees that you have listed on this form. If you provide us with personal information of others, we encourage you to inform them that you are disclosing this information to Iona College Geelong and that they can access that information if they wish.

Iona College Geelong does not usually disclose information to third parties.