

Application for Employment

Caroline Chisholm Catholic College 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.

Our recruitment process prioritises individuals who have:

- Experience working with children
- A VIT Registration or Working with Children Check
- A deep understanding of child safety principles
- Understanding of legal obligations, including mandatory reporting
- Knowledge of our College's Child Safety & Wellbeing Policy, and Code of Conduct

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).

I wish to apply for employment to the _____ position advertised in the _____ on ____ / ____ / ____.

Personal Details

Title _____ Given Name(s) _____ Surname _____

Home Address _____ Suburb _____ Post Code _____

Mobile Number _____ Work Number _____ Home Number _____

Victorian Institute of Teaching Registration Number (if applicable) _____ VIT registration Type _____

Working with Children's Check Registration Number (if applicable) _____ WWCC Type _____

Accreditation to Teach in a Catholic School YES ☐ NO ☐ Copy Attached ☐

Accreditation to Teach RE in a Catholic School YES ☐ NO ☐ Copy Attached ☐

Education

Qualifications Attained:	Year Completed:	Institution:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Qualified to teach the following Subjects/Programs/Year Levels:

_____	_____	_____	_____
_____	_____	_____	_____

Current Employment

Current place of Employment Position Date Began /____/____

Address of current workplace Phone Number

Qualified to teach the following Subjects/Programs/Year Levels:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous Employment

Employer's Name and Address:	Position/Duties:	From (Date):	To (Date):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*(Note: You must list all previous employers. If more space is required, attach a separate sheet.
Please attach a statement of service from previous employers – Schools and Universities Only)*

Volunteer Work

Organisation's Name and Address:	Position/Duties:	From (Date):	To (Date):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*(Note: You must list all previous places of volunteer work where such work involved children.
If more space is required, attach a separate sheet)*

Referees

Name:	Position:	School/Company:	Phone Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 are 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.

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 ☐

If Yes, please provide details:

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 ☐

If Yes, please provide details:

Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?

NO ☐ YES ☐

If Yes, please provide details:

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 ☐

Applicant Declaration

I declare that the contents of this form are 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. 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 the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

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:

___ / ___ / ____.