



## Application for Employment Form – Non Academic Staff

### Section 1: Applicant Personal Details

Surname \_\_\_\_\_ Title \_\_\_\_\_ Previous surname/s \_\_\_\_\_  
 Given names \_\_\_\_\_ Preferred name \_\_\_\_\_  
 Date of birth \_\_\_\_\_ (Optional) Sex (M or F) \_\_\_\_\_  
 Place of birth \_\_\_\_\_  
 Residential Address \_\_\_\_\_ Post code \_\_\_\_\_  
 Postal Address \_\_\_\_\_ Post code \_\_\_\_\_  
 Telephone Home \_\_\_\_\_ Alternative contact number \_\_\_\_\_  
 Mobile \_\_\_\_\_ Email \_\_\_\_\_

(Please circle response)

Have you ever previously been employed at St Hilda's Anglican School for Girls?      Yes      No

If yes, when \_\_\_\_\_

If yes, employed as (please circle)      Casual      Temporary      Permanent

Are you currently employed?      Yes      No

### Section 2: Additional Personal and ID Information

#### Citizenship/residency status

Are you an Australian citizen or a permanent resident of Australia?      Yes      No

If no, attach a statement giving details

#### Criminal convictions

Have you ever been convicted in a court of law for any offence, other than a traffic offence or an offence which you do not have to disclose by virtue of the provision of the Criminal Law (Rehabilitation of Offenders) Act 1986?      Yes      No

If yes, you will be required to submit details in an envelope marked Confidential

#### Other employment

Are you currently on leave from any Commonwealth, State Government department or private sector organisation?      Yes      No

If yes, attach a statement giving details

Suitability Card for Child Related Employment

Do you hold a current Working With Children Check Card?      Yes      No

If yes

Registration Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

### Section 3: Employment History

Please list your previous employers in chronological order (attach a separate sheet if there is insufficient space)

Employer	Position Title	Status F/P/T/C	From	To	Reasons for leaving

### Section 4: Educational Qualifications

Please list any qualifications, the institution, date completed – in chronological order (attach a separate sheet if there is insufficient space).

Qualification	Name of Institution	Course completion Date/Year

### Section 5: Referees

Please list your referees below

Name	Type of Reference (personal/professional)	Position Title	Company	Phone Number

**Section 6:** Certificated copies of qualifications (including academic results)

**Section 7:** Additional courses undertaken (not listed in Section 4)

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**Section 8:** Professional Associations (please list your membership and positions held)

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**Section 9:** Activities / Hobbies / Outside Interests (please list)

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**Section 10:** Is your present employer aware of this application/enquiry? Yes / No

**Section 11:** By what date would you be able to take up a new appointment?

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**Section 12 :** Current salary scale? \_\_\_\_\_  
(certified verification required, eg recent payslip)

**Section 13: Applicant's Declaration**

I certify that the information contained in this application is a true and correct statement of my particulars, qualification, training, experience and competencies. I understand that statements found to be false within my knowledge may make me liable for immediate dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please ensure the following is attached to your application:

- Cover Letter
- Curriculum Vitae
- Copy of Working With Children Check Card

**PLEASE INCLUDE THIS FORM WITH YOUR APPLICATION**