

Employment Application Form

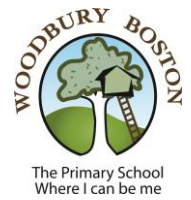
Personal Details		
Surname	Preferred title <i>(please circle)</i> Mr Ms Mrs Miss Dr Other _____	
First Name	Citizenship <i>(If not an Australian Citizen, please provide Residency or Visa documentation)</i>	
Preferred Name	<input type="checkbox"/> Advertised Position _____ <input type="checkbox"/> Relief Pool _____	
Residential Address		Post code _____
Postal Address		Post code _____
Email		
Home 'Phone	Work 'Phone	Mobile 'Phone

Employment Details	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current Employer
Position within organisation	Length of service with this employer
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Total years relevant service
TRBWA number (teachers only)	WWCC number and expiry date

Previous Employment				
<i>If more space is required, please attach a separate sheet</i>				
Dates Employed	FTE**	Position Held	Name of Employer	Reason for Leaving

** Evidence and / or statements of service may be required.

Professional Referees	
<i>At least one referee must be your current line manager / employer, who will only be contacted in the event you are a preferred candidate</i>	
Name, position and employer	
Contact 'phone number	Contact email
Name, position and employer	
Contact 'phone number	Contact email
Name, position and employer	
Contact 'phone number	Contact email



Employment Application Form

Medical Details

Is there any reason you might not be able to complete the duties required for this role?
Please give details

Professional Record

Please provide full details of any investigation or disciplinary action taken against you at any previous employment.
Please give details

Criminal History

Do you have any criminal convictions, or outstanding criminal charges pending against you?
Please give details

Academic Details

Completed and/or current Tertiary Courses	Institution	Completion Date

Employment Application Form

Declaration

I (print name) _____ declare that:

- The information I have provided is true, complete and correct to the best of my knowledge.
- I agree that if I am a preferred applicant, my current employer may be contacted for a reference.
- I have provided evidence that I am a citizen of Australia or New Zealand, or that I have a visa which entitles me to work in Australia.
- I have provided full details of any and all criminal convictions, charges or inquiries against me in any country except for those convictions that I am exempted by Australian Statute for disclosing.

Signature

Date

Employment Collection Notice

1. In applying for this position you will be providing Woodbury Boston Primary School (The School) with personal information. We can be contacted on 08 9845 1185, admin@woodburyboston.wa.edu.au, or PO Box 657 Albany WA 6331.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available. You must let us know if you do not wish us to keep your application on file.
3. The School's privacy policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. 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.
4. We will not disclose this information to a third party without your consent.
5. We may also collect personal information about you in accordance with Child Protection laws.
6. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, and that the School does not usually disclose this information to third parties.

Office Use Only

		Initial		In	Initial
Application received	/ /		Referee checks completed	/ /	
Shortlisted for interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Position offered	/ /	
Interview time and date	: / /		Unsuccessful applicant notified	/ /	