

## EMPLOYMENT APPLICATION FORM

| APPLICATION FOR THE POSITION OF: |  |
|----------------------------------|--|
|                                  |  |

| CONTACT DETAILS: |  |             |  |          |  |           |  |
|------------------|--|-------------|--|----------|--|-----------|--|
| Title:           |  | First Name: |  | Surname: |  |           |  |
| Phone:           |  | Mobile:     |  | Email:   |  |           |  |
| Address:         |  |             |  | Suburb:  |  | Postcode: |  |

| EMPLOYMENT EXPERIENCE:           |             |           |  |
|----------------------------------|-------------|-----------|--|
| Current or most recent employer: |             |           |  |
| Position:                        |             |           |  |
| Dates of Employment:             | Start Date: | End Date: |  |
| Reason for Leaving:              |             |           |  |
| Next most recent employer:       |             |           |  |
| Position:                        |             |           |  |
| Dates of Employment:             | Start Date: | End Date: |  |
| Reason for Leaving:              |             |           |  |

| TERTIARY EDUCATION:  |  |                       |  |
|----------------------|--|-----------------------|--|
| Qualification:       |  | Level of Achievement: |  |
| Name of Institution: |  | Date completed:       |  |
| Qualification:       |  | Level of Achievement: |  |
| Name of Institution: |  | Date completed:       |  |

| SUBJECTS QUALIFIED TO TEACH: (teachers only - please include all transcripts in your application) |  |             |  |
|---|--|-------------|--|
| Subject:  |  | Year Level: |  |
| Subject   |  | Year Level: |  |
| Subject   |  | Year Level: |  |
| Subject   |  | Year Level: |  |

| EMPLOYMENT IN TEACHING: (teachers only) |         |  |                                 |  |                  |
|---|---------|--|---------------------------------|--|------------------|
| 1.                                      | School: |  | Position:                       |  | Subject Area:    |
|   | Year:   |  | FTE:                            |  | Number of terms: |
| 2.                                      | School: |  | Position:                       |  | Subject Area:    |
|   | Year:   |  | FTE:                            |  | Number of terms: |
| 3.                                      | School: |  | Position:                       |  | Subject Area:    |
|   | Year:   |  | FTE:                            |  | Number of terms: |
| Current teacher classification / level: |         |  | Total number of years teaching: |  |                  |

**RELIGIOUS EDUCATION QUALIFICATION: (if applicable)**

|                       |  |                     |  |                      |  |
|-----------------------|--|---------------------|--|----------------------|--|
| <b>Qualification:</b> |  | <b>Institution:</b> |  | <b>Date awarded:</b> |  |
| <b>Qualification:</b> |  | <b>Institution:</b> |  | <b>Date awarded:</b> |  |

**REQUIREMENTS:**

|   |     |    |   |     |    |
|---|-----|----|---|-----|----|
| <b>Current RAN-Accreditation:<br/>(formerly Mandatory Notification)</b> | Yes | No | <b>Current First Aid:<br/>(please include certificate)</b>    | Yes | No |
| <b>Working with Children Check<br/>(please include clearance)</b>       | Yes | No | <b>COVID-19 vaccination:<br/>(please include certificate)</b> | Yes | No |
| <b>Teachers Registration Expiry Date:<br/>(if applicable)</b>           |     |    | <b>Australian Citizen:</b>                                    | Yes | No |

**PROFESSIONAL REFEREES:**

|   |               |  |                  |     |                  |  |
|---|---------------|--|------------------|-----|------------------|--|
| <b>1.</b>   | <b>Name:</b>  |  | <b>Employer:</b> |     | <b>Position:</b> |  |
|   | <b>Phone:</b> |  | <b>Mobile:</b>   |     | <b>Email:</b>    |  |
| <b>2.</b>   | <b>Name:</b>  |  | <b>Employer:</b> |     | <b>Position:</b> |  |
|   | <b>Phone:</b> |  | <b>Mobile:</b>   |     | <b>Email:</b>    |  |
| <b>3.</b>   | <b>Name:</b>  |  | <b>Employer:</b> |     | <b>Position:</b> |  |
|   | <b>Phone:</b> |  | <b>Mobile:</b>   |     | <b>Email:</b>    |  |
| <b>I give my permission to conduct reference checks prior to an interview as part of the shortlisting process</b> |               |  |                  | Yes | No               |  |

**HOW DID YOU HEAR ABOUT THIS POSITION?**

|                   |     |              |     |                       |     |               |  |
|-------------------|-----|--------------|-----|-----------------------|-----|---------------|--|
| <b>Newspaper:</b> | Yes | <b>SEEK:</b> | Yes | <b>Word of Mouth:</b> | Yes | <b>Other:</b> |  |
|-------------------|-----|--------------|-----|-----------------------|-----|---------------|--|

**ACKNOWLEDGEMENT:**

|  |     |
|--|-----|
| <b>I acknowledge that I have read and understood the Employment Application Collection Notice:</b> | Yes |
|--|-----|

**DECLARATION:**

|   |     |    |
|---|-----|----|
| Do you have any physical disability, medical condition, or any other condition which may affect your ability to perform the essential requirements of this role?  | Yes | No |
| You agree to undergo a medical examination, if requested, to determine whether you have the capacity to perform the essential requirements of this role?  | Yes | No |
| Have you ever been charged with a criminal offence?   | Yes | No |
| Have you ever been dismissed, disciplined or resigned from any employment following allegations that you were involved in improper conduct with a student or child?   | Yes | No |
| <b>I declare:</b><br>a) The answers to the above are to the best of my knowledge true and correct in every way.<br>b) If my application for employment is successful, I will at all times be required to observe and respect such terms and conditions of my employment.<br>c) I understand that any inaccurate or false declaration made by me in this application may result in the withdrawal of an offer of employment, disciplinary action, or possible dismissal. | Yes |    |

Please attach completed Application Form to your Resumé (of no more than 4 pages), and a brief covering letter, addressed to: *The Head of College, Concordia College, 24 Winchester Street, Highgate SA 5063* or email :- [employment@concordia.sa.edu.au](mailto:employment@concordia.sa.edu.au)

With your application you must submit all supporting documents:

- copies of all Academic transcripts / qualifications
- current Teachers registration (if applicable)
- working with Children Check
- responding to Abuse & Neglect & First Aid certificates
- COVID-19 vaccination certificate