



APPLICATION FORM FOR NON-TEACHING POSITION

Mercy 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.

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) and is in alignment with the *CECV Guidelines for the Employment of Staff in Catholic Schools*.

PERSONAL	TITLE	GIVEN NAME(S)	SURNAME
	ADDRESS		PHONE NUMBERS
			HOME
			MOBILE
			WORK
	EMAIL:		

EDUCATION	QUALIFICATIONS ATTAINED	YEAR COMPLETED	NAME OF INSTITUTION

CURRENT EMPLOYMENT	CURRENT PLACE OF EMPLOYMENT	POSITION
	ADDRESS OF CURRENT PLACE OF EMPLOYMENT	PHONE NUMBER
		DATE BEGAN
	DUTIES	

PREVIOUS EMPLOYMENT	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO
<i>(Note: You must list all previous employers)</i>				

VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO
<i>(Note: You must list all previous places of volunteer work where such work involved children)</i>				

LEADERSHIP EXPERIENCE	FROM	TO	POSITION HELD	DESCRIPTION OF EXPERIENCE

PROFESSIONAL LEARNING	YEAR	COURSE/UNIT/PROGRAM	DESCRIPTION

REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

The Selection Panel retains the right to contact other referees.

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.

1. 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?

YES or NO

If yes, please provide details:

2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?

YES or NO

If yes, please provide details:

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

YES or NO

If yes, please provide details:

4. 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?

YES or NO

If no, this will be discussed further if you are offered an interview.

Please return your application form electronically to:

The Principal
Lila McInerney
Mercy College

principal@mercyoburg.catholic.edu.au

Applications may be processed upon receipt

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

****ATTENTION****

To submit this application form using the Submit button above, you **first MUST download the form** to your computer to enable the button to activate and send. A webmail dialog box will appear after the button has been selected and activated.