

APPLICATION FOR EMPLOYMENT- SUPPORT & OPERATIONAL

Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021

This application should be supported by a letter addressing the criteria/position requirements.

Permanent

Temporary

Full-time

Part-time

Casual

1. SCHOOL AND POSITION

Position of:

Name of School:

2. PERSONAL DETAILS

Surname:

Given name/s:

Preferred Name:

Title:

Date of birth:

Sex:

Former names (if applicable):

Permanent address:

Postcode:

Address for correspondence:

(if different from above)

Postcode:

Telephone numbers:

Private:

Work:

Mobile:

Email:

Country of Citizenship:

Australian Resident:

☐ YES

☐ NO

If NO, please attach copy of Working VISA

Church currently attending:

How long:

WWCC Clearance Number:

WWCC Expiry Date:

WWCC Verification Date:

Office Use Only

3. EDUCATION AND TRAINING

SECONDARY EDUCATION

Highest Award	School Attended	Year of Award

TERTIARY EDUCATION

Name and Location of Institution	Years of Attendance	Award Conferred	Date Conferred

RELEVANT TRAINING OR DEVELOPMENT (in general, within the last 3 years)

Name and Location of Institution	Years of Attendance	Award Conferred (if applicable)	Date Conferred

4. EMPLOYMENT HISTORY - PRESENT

Name of Employer:

Address of Employer

Postcode:

Name of Manager:

Commencement Date:

Current Position:

Other Position(s) Held with Present
Employer:

Current Salary:

PAST EMPLOYMENT: (in reverse order from most recent employer)

From	To	Name and Address of Employment	Employment Status (eg. Full time)	Years Completed

5. DECLARATION

Do you have any illness/injury/health problem that may render you unable to carry out the inherent requirements of the position?

☐**Yes**☐**No**

If you have answered Yes to the above question, please attach details.

I certify that the information provided by me in this application form is correct and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or the termination of any employment that may be offered.

APPLICANT'S SIGNATURE

DATE

6. ATTACHMENTS

Listed below are documents relevant to your application. Please submit copies that have been verified as true copies of the original by either a Justice of the Peace or a Solicitor.

Please note that copies are required of all applicable documents. Please tick where attached.

1. '100 point' proof of identity (e.g. passport, birth certificate & licence/Medicare card)
2. Proof of citizenship / Australian residency (e.g. birth certificate, passport, visa)
3. Details of any relevant illness/injury
4. Copies of Qualifications, Degrees, Diplomas or Certificates including First-Aid Certificate (if applicable)
5. Working with Children Check Clearance number
6. Copy of Working VISA if applicable
7. Copy of COVID-19 Digital Certificate

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7. Other

List your special interests that may be of service to this College

Why would you like to join the staff of this College?

What roles does the Bible play in your daily life?

Explain how your faith in Jesus Christ will affect your role within this College

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8. Referees (one of which must be a Minister of Religion)

Name	Address	Phone	Position
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9. How did you hear about this position?

- ☐ LinkedIn
- ☐ Sydney Morning Herald
- ☐ Illawarra Mercury
- ☐ College Website
- ☐ Other Website:
- ☐ Seek
- ☐ Facebook
- ☐ Through a friend
- ☐ Other:

If saving the document and then emailing it through as part of your application, please print this form to ADOBE PDF and then save the document with your information, otherwise the form will be blank.

Completed Application form with supporting attachments to be emailed to

employment@shellharbourac.nsw.edu.au

Anglican Schools Corporation Employment Application Collection Notice

1. In applying for a position with Anglican Schools Corporation (ASC), whose operations includes schools that are listed on the ASC website (www.tasc.nsw.edu.au), you will be providing ASC with personal information. We can be contacted at Level 3, 4-8 Woodville Street, Hurstville NSW 2220, 02 8567 4000, enquiries@tasc.nsw.edu.au.
2. We collect your personal information directly from you (for example, your name and address or information contained on your resume). We may also collect it from other sources (such as your referees and the results of other background and working with children checks). We 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.
3. The [ASC Privacy Policy](#), accessible on the ASC website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which ASC has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or where ASC is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons).
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to collect information under child protection laws. We may also collect personal information about you in accordance with these laws.
6. ASC may use online or 'cloud' service providers to store personal information and to provide services to ASC that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which maybe situated outside Australia. Further information about ASC use of on online or 'cloud' service providers is contained in the ASC Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to ASC and why.

September 2021