



- a) Working with Children Check status, or similar check, VIT registration
- b) Proof of personal identity and any professional or other qualifications
- c) The person's history of work involving children
- d) References that address the person's suitability for the job and working with children.

POSITION(S) APPLYING FOR

Title:	Given Name/s:	Surname:		
Home Address:				
Suburb:				
State:		Postcode:		
Email:				
Home Phone:		Mobile Phone:		

[illegible]

CURRENT EMPLOYER			
Employer Name:			
Address:			
Telephone No:			
Position Held / Duties	From:	To:	

PREVIOUS EMPLOYMENT			
Employer Name:	Position Held / Duties:	From:	To:

Note: You must list previous employers. If more space is required, attach a separate sheet

VOLUNTEER WORK			
Organisation's Name:	Position Held / Duties	From:	To:

Note: You must list all previous places of volunteer work where such work involved children. If more space is required, please attach a separate sheet.

REFEREES

Please list names and addresses of persons who have consented to act as referees and who are competent to comment on your educational ability, your current professional position, and your suitability for this role.

Current Employer

Name:	
Position:	
School / Institution:	
Address:	
Phone Number:	
Mobile:	

Professional Referee #1

Name:	
Position:	
School / Company:	
Phone Number:	
Email Address:	

Professional Referee #2

Name:	
Position:	
School / Company:	
Phone Number:	
Email Address:	



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?

No

Yes *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?

No

Yes *If yes, please provide details:*

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

No

Yes *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?

No

Yes

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

APPLICANT DECLARATION

I declare that the contents of this form are true, correct, and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any willfully 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.

Applicant Signature: _____ **Date:** _____

Interviewed by: _____

Signature: _____ **Date:** _____