



MacKillop College

Employment Application Form- Teachers

MacKillop 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:

- 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.

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).

POSITION(S) APPLYING FOR

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

TEACHING POSITIONS ONLY	
VIT Registration Type and Number:	
Accreditation to Teach in a Catholic School:	<div>Yes (copy attached) No</div> <div>Accreditation No: _____</div>
Accreditation to Teach Religious Education:	<div>Yes (copy attached) No</div> <div>Accreditation No: _____</div>

SUBJECTS / PROGRAMS QUALIFIED TO TEACH	YEAR LEVELS

EDUCATION		
<i>Name of Institution:</i>	<i>Qualifications Obtained:</i>	<i>Year Completed:</i>

CURRENT EMPLOYER			
<i>Employer Name:</i>			
<i>Address:</i>		<i>From:</i>	<i>To:</i>
<i>Telephone No:</i>			
<i>Position / Duties / Subjects taught</i>		<i>Year Level</i>	

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

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

LEADERSHIP EXPERIENCE			
Employer Name:	Leadership Position Held / Title	From:	To:

Note: If more space is required, attach a separate sheet

CATHOLIC ACCREDITATION HOURS	
Accreditation Area	Number of Hours Accrued
The aims and objectives of the Catholic school	
Catholic curriculum, Religious Education and Faith development	
Catholic identity, culture, tradition, and theology (including prayer, liturgy, scripture and Catholic social teaching)	
Total Hours	

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 Principal or Employer

Name:	
Position:	
School / Institution:	
Address:	
Telephone:	
Mobile:	

Professional Referee #1

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

Professional Referee #2

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

Professional Referee #3

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:** _____

