



## EMPLOYMENT APPLICATION

Thank you for your interest in joining Arden Anglican School.

Please collate this completed application form and supporting documents, as requested on page 5, in PDF format and submit by email to [hr@arden.nsw.edu.au](mailto:hr@arden.nsw.edu.au)

Incomplete applications and/or omitted supporting documents may delay the School's ability to consider and process an employment application

### 1. Position

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Grounds / Maintenance | <input type="checkbox"/> Student Support |
| <input type="checkbox"/> Permanent      | <input type="checkbox"/> Temporary             |  |
| <input type="checkbox"/> Full-time      | <input type="checkbox"/> Part-time             | <input type="checkbox"/> Casual          |

The information provided in this form and any supporting documentation (including identification) will be used by the School to manage risk/s associated with its legal obligations in ensuring the protection of children and young persons in its care as well as responding to any health or other emergency directives from NSW Government or regulatory agencies.

The School will rely on the information provided in this form to support its decision in determining individual suitability to child-related work. Information will be retained and destroyed in accordance with the School's Privacy Policy and any associated or applicable NSW legislation. Disclosure will be as required by law only.

By submitting this form you declare that the information provided under **Medical Condition/s**, is at the time of completion and submission, a true representation of any known/diagnosed condition/s which may impede or impact the carrying out of the full range of duties of a teacher (if applicable). You also acknowledge that any statement found to be false or deliberately misleading/inaccurate may result in non-acceptance of the application, termination of employment or external agency reporting, as appropriate.

## 2. Personal Details

Title <small>(Mr, Mrs, Ms, Miss, Dr)</small>	Given name/s	
Surname	Former name/s <small>if applicable</small>	
Date of Birth	DD / MM / YYYY	
Residential Address		
Suburb	State	Postcode
Address for Correspondence <small>if different to residential</small>		
Suburb	State	Postcode
Home phone	Mobile phone	
Email		
Country of Citizenship		
Australian Resident	<input type="radio"/> Yes <input type="radio"/> No	If NO, attach appropriate Visa
WWC No.	Expiry	

### 3. Education

Tertiary Qualifications.

Evidence of qualifications (testamur and/or transcripts) may be requested prior to commencement.

Qualification

Institution

Date attained

Qualification

Institution

Date attained

Qualification

Institution

Date attained

Professional Membership (as applicable). Eg AHPRA

Organisation

Member No.

Organisation

Member No.

Organisation

Member No.

### 4. Medical Condition/s

Please indicate whether you are currently aware of any health condition which may impede your ability to undertake any function of the role or impact either yourself or those around you while performing your duties. If applicable, further details and/or request to attend an independent medical review may be requested from preferred candidates prior to employment.

No  Yes

If Yes, provide details -

Blank text input area for providing details of medical conditions.

## 5. Christian Faith

What is your definition of a Christian?

Do you currently attend Church?

Yes

No

If yes, where do you attend?

and how are you involved?

If No, do you agree to model and uphold the School's Christian ethos and values?

Yes

No

To what extent (if any) does the Christian faith relate to your daily work practices?

## 6. Employment

Name of current employer

Current role

Start date

Have you ever been the subject of a Workplace Complaint / Investigation?

Yes

No

Have you ever been the subject of Reportable Conduct?

Yes

No

**Prior Employment.** Please only provide information relevant to last 15 years.

Name of employer

Role

Period of employment

**7. Referees** The School will consider provision of Referee details as consent to contact.

Current Line Manager Name

Email

Contact No.

Additional Referee Name

Email

Contact No.

Minister (Optional)

Church

Email

Contact No.

**8. Other** Provide any other information relevant to this application.

For example, disclosure of existing relationship with current staff and/or student, professional association memberships, co-curricular activity involvement (eg, coach), noteworthy accomplishments etc.

Four empty text input fields for providing additional information.

**9. Supporting Documents**

<input type="checkbox"/>	this completed Employment Application form
<input type="checkbox"/>	Cover letter
<input type="checkbox"/>	Curriculum Vitae
<input type="checkbox"/>	NESA Professional Development (PD) Progress Report

**Thank you** for your interest in working at Arden Anglican School.