



Established 1892

# St Edmund's College

16 Mary Street, Woodend, IPSWICH QLD 4305  
Postal Address: PO Box 2343, North Ipswich, Qld 4305  
Phone (07) 3810 4400 Fax (07) 3810 4402  
Email: [secmail@sec.qld.edu.au](mailto:secmail@sec.qld.edu.au)  
Web: [www.sec.qld.edu.au](http://www.sec.qld.edu.au)

## Application for Employment

### PRIVACY DISCLOSURE – YOUR INFORMATION AND ITS USE

- This information is sought by the Employer, Edmund Rice Education Australia (EREA) on behalf of St Edmund's College.
- The information will be used for the purpose of selecting a candidate to fulfil the role within an Edmund Rice School viz. ST EDMUND'S COLLEGE.
- Information will be kept only for the duration of the selection process.
- Candidates may seek access to information gathered about them for the process of selection.
- The information will be disclosed only to those who play a role in the selection process.
- Failure to disclose the requested information will affect initial/ongoing employment.

1. **POSITION APPLIED FOR** \_\_\_\_\_

2. **PERSONAL PARTICULARS**

*Please use BLOCK LETTERS*

<b>Title</b> _____ Dr / Mr / Mrs / Ms / Miss	<b>SURNAME</b> _____
	<b>Given Names</b> _____
<b>Address</b> _____	
	<b>Post Code</b> _____
<b>Previous Surname:</b> _____	<b>Religion:</b> _____
<b>Telephone</b> ( ) _____	<b>Mobile</b> _____
<b>Email:</b> _____	

3. **Queensland College of Teachers Registration Number** \_\_\_\_\_  
(\*If applicable to the position being applied for)

**Expiry Date** \_\_\_\_\_

4. **SUITABILITY CARDS**

- a) **A Queensland Working with Children Blue Card is essential for all non-teaching appointments.**  
**If you do not have a Blue Card you will be required to apply for one.**

Do you hold such a card. YES / NO

If Yes, Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

- b) **All teachers are required to sign a suitability declaration.**

**5. PROFESSIONAL RECORD**

- Please list tertiary or other appropriate qualifications.
- On offer of employment you will be required to supply certified photocopies of any relevant documentation.

Qualifications	Name of Institution	Major Study Disciplines	Other Disciplines

**6. Other relevant courses completed**

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**7. TEACHING EXPERIENCE / WORK HISTORY** *Please account for gaps in continuous employment*

From (month & year)	To (month & year)	School	Subject or Areas	Year Levels

*(Please attach additional sheet if insufficient space)*

**8. ADMINISTRATIVE EXPERIENCE** *(if applicable to the position being applied for)*

From (month & year)	To (month & year)	Position Held	Description of Experience

*(Please attached additional sheet if insufficient space)*

## 9. CURRENT EMPLOYMENT DETAILS

<b>Present Employer</b>	
<b>Present Position</b>	
<b>Date of Appointment</b>	
<b>Brief Description of Responsibilities</b>	

## 10. Driver's Licence

Do you have a current Driver's Licence?

Yes

No

Licence Number: \_\_\_\_\_

Probationary or Full Licence \_\_\_\_\_

Endorsements (if any) \_\_\_\_\_

## 11. Special Requirements

*Do you suffer from any disability, illness or injury which might affect your performance of the tasks associated with this position or necessitate us modifying the work environment (eg. ramp, downstairs office, etc). If yes, please give details (Note: Equal Opportunity guidelines apply to the consideration of this information.)*

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## 12. Criminal Convictions

Do you have any criminal convictions or charges in relation to children?

Yes

No

If yes, please detail below

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## 13. Criminal Records Check

If selected for the position, are you willing to undertake a Criminal Records Check prior to an offer of employment?

Yes

No

## 14. Special Skills and Life Experience

(Please detail any special skills or experience which you consider is relevant to your application for this position. You may go into as much detail as you wish, and attach a separate page if necessary.)

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## 15. Referees

Please give the names of **THREE** referees to be contacted in reference to your application.  
(One referee would normally be your current Principal.)

Relevant work referees are preferred, eg. previous supervisors or line managers. If three such referees are not available, other work referees and relevant personal referees (not relatives) are acceptable. In selecting your referees, please select as far as possible people who are able to speak objectively about your suitability for the position.

1. **Name** \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (w) \_\_\_\_\_  
Phone (h) \_\_\_\_\_

2. **Name** \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (w) \_\_\_\_\_  
Phone (h) \_\_\_\_\_

3. **Name** \_\_\_\_\_  
Occupation \_\_\_\_\_  
Address \_\_\_\_\_  
Phone (w) \_\_\_\_\_  
Phone (h) \_\_\_\_\_

## 16. DECLARATION

*I certify that my answer to each of the above questions is true and that the information provided is correct.*

*Applicant's Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

## 17. Please attach:

1. ***A covering letter***
2. ***Current Curriculum Vitae***

26 July 2017