

Employment Application - Non-Teaching

PLEASE COMPLETE AND INCLUDE THIS FORM WITH YOUR APPLICATION



Applicant Information

Position applying for			
Title			
Family Name			
Given Name/s			
Preferred Name			
Street Address			
Suburb			
State		Postcode	
Postal Address: (If different from above)			
Telephone no.		Mobile no.	
Email			

Have you previously been employed by Somerville House? **Yes** **No**

If yes, when **Employed as:**

Where did you see this vacancy:

Work Rights

Nationality:

Citizenship/Residency Status:

(If not Australian Citizen, please give details of residency)

Visa type:

(If not Australian Citizen/Permanent Resident, please give details of your current Visa)

Expiry date:

Work Health and Safety

Are there any injuries or illnesses previously suffered that Somerville House needs to be aware of that may affect your ability to perform the inherent requirements of the position?

Yes **No**

If yes, please provide details:

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Have you attached a current Resume containing the relevant information below?

Yes

No

If no, please complete the relevant sections below.

Senior Secondary Education

School attended:

Location:

If not listed above, did you attend Somerville House as a student at any time in your schooling?

Yes

Dates:

No

Present Position

Are you currently employed?

Yes

No

Employer (If applicable)

Position (If applicable)

Commenced

Is your present employer aware of this application?
(If applicable)

Yes

No

If you were successful, how much notice do you need to give?

Past Work History

Employer	Date From	Date To	Position Title	Basic Duties

Tertiary Qualifications

Name of Qualification	Name of Institution	Course Completion Date/Year

Attach a separate sheet if there is insufficient space

Reference Information

Please include a referee from your current Employer.

Referee 1:

Name	
Position	
Contact Number/s	
Email	

Referee 2:

Name	
Position	
Contact Number/s	
Email	

Referee 3:

Name	
Position	
Contact Number/s	
Email	

Applicant Declaration

I certify that the information contained in this application is a true and correct statement of my particulars, qualifications, training, experience and competencies. I understand that statements found to be false within my knowledge, may make me liable for immediate dismissal if appointed to a position.

Signature	
Date	

Please ensure the following is attached to your application:

- Cover Letter
- Current Resume

Somerville House collects personal information for the purposes of consideration for employment opportunities only within the school. This may include your name, contact details, academic record and other personal information contained in the documentation supporting your employment application. It is your responsibility to obtain consent from referees as detailed in your application before providing their personal information to Somerville House.