

Employment Application Cover Sheet

Application for the Pos. of

Closing Date

By (full name and title)

Personal Details

Postal Address

Postcode

Home Phone

Mobile Phone

Email

Current Place of Employment

Name of Organisation

Address

Postcode

Phone No.

Brief Summary of Employment History *(if not full time, please indicate)*

Current Pos & Years Held

Summary of two previous

positions *(within past 10 yrs)*

Summary of Professional

Qualifications

VIT Registration/ Working With Children Check *(please attach a copy)*

VIT Registration No.

Registration Status

VIT Expiry Date

Working with Children Check (WWCC) No.

WWCC Expiry Date

First Aid Qualifications

Type of Certificate (First Aid Level 1, Level 2, Remote Wilderness, etc)

Expiry Date

Asthma Qualification

Yes

☐

No

☐

Expiry Date

Anaphylaxis Qualification

Yes

☐

No

☐

Expiry Date

CPR Qualification

Yes

☐

No

☐

Expiry Date

Referees (List 3 Professional Referees)

Name of Referee	
Current Position	
How Connected to you?	
Contact Details	
Name of Referee	
Current Position	
How Connected to you?	
Contact Details	
Name of Referee	
Current Position	
How Connected to you?	
Contact Details	

This coversheet should be attached to all applications, teaching and non-teaching at Woodleigh School.

All applicants are encouraged to submit a covering letter and a CV which elaborates further on your experiences and qualifications.