



APPLICATION FOR EMPLOYMENT

POSITION TITLE: _____

SECTION A: PERSONAL DETAILS

SURNAME: _____ GIVEN NAMES: _____

TITLE: _____ RESIDENTIAL ADDRESS: _____

POSTCODE: _____

ADDRESS FOR CORRESPONDENCE: _____

POSTCODE: _____

TELEPHONE: Private: _____ Work: _____ Mobile: _____

EMAIL ADDRESS: _____ FAX NO: _____

RELIGIOUS AFFILIATION: _____ PARISH (OF WORSHIP): _____

SECTION B: EDUCATION

SECONDARY EDUCATION:

SCHOOLS ATTENDED	YEARS OF ATTENDANCE	CERTIFICATE AWARDED

TERTIARY EDUCATION: (please attach documentary evidence)

NAME/LOCATION OF INSTITUTION	YEARS OF ATTENDANCE	DEGREE/DIPLOMA/CERTIFICATE CONFERRED

Attach additional sheet if insufficient space

SECTION C: PROFESSIONAL DEVELOPMENT

CURRENT STUDIES BEING UNDERTAKEN:

NAME/LOCATION OF INSTITUTION	YEARS OF ATTENDANCE	COURSE(S) BEING UNDERTAKEN

RECENT AND RELEVANT PROFESSIONAL DEVELOPMENT:

DETAILS	YEARS

Attach additional sheet if insufficient space

SECTION D: EMPLOYMENT

CURRENT POSITION:

NAME OF EMPLOYER: _____

NAME AND ADDRESS OF PRESENT PLACE OF EMPLOYMENT: _____

CURRENT POSITION: _____ DATE OF APPOINTMENT: _____

DESCRIPTION OF RESPONSIBILITIES:

Attach additional sheet if insufficient space

PAST POSITIONS: (Please commence with the most recent position)

FROM	TO	NAME AND ADDRESS OF EMPLOYMENT	POSITIONS HELD	REASON FOR RESIGNATION/TERMINATION

Attach additional sheet if insufficient space

SECTION E: TEACHING EXPERIENCE

(For Teaching Positions)

YEAR(S)	SCHOOL	CLASSES TAUGHT Subject Year Level

Attach additional sheet if insufficient space

SECTION F: OTHER EXPERIENCE YOU CONSIDER RELEVANT

FROM	TO	DESCRIPTION

Attach additional sheet if insufficient space

SECTION G: REFEREES

PLEASE PROVIDE THE NAME, OCCUPATION, WORK ADDRESS AND CONTACT PHONE NUMBERS OF **3** REFEREES. These are to include your present employer (where relevant) who can comment on your professional performance. (Please note that confidential information will be obtained from these people.)

<u>REFEREE 1:</u>	
Name: _____	Address: _____
Phone No: (H) _____	_____
(W) _____	Position: _____

<u>REFEREE 2:</u>	
Name: _____	Address: _____
Phone No: (H) _____	_____
(W) _____	Position: _____

<u>REFEREE 3:</u>	
Name: _____	Address: _____
Phone No: (H) _____	_____
(W) _____	Position: _____

SECTION H : DECLARATION

HAVE YOU EVER BEEN **CONVICTED** OF A CRIMINAL OFFENCE? _____
(If YES, please provide details)

HAVE YOU EVER BEEN **CHARGED** IN RELATION TO A CRIMINAL OFFENCE? _____
(If YES, please provide details)

HAVE YOU ANY CRIMINAL **CHARGES PENDING**? _____
(If YES, please provide details)

(For Teaching Appointments only)

HAS YOUR **TEACHER REGISTRATION** EVER BEEN
SUSPENDED OR CANCELLED IN AUSTRALIA OR OVERSEAS? _____
(If YES, please provide details)

TEACHER REGISTRATION NUMBER: _____ EXPIRY DATE: _____

I certify that the information contained on this form is accurate, and understand that if I have provided false or misleading information, it may result in a decision not to employ me or, if already employed, may lead to my dismissal.
I am aware that, if considered for the position, it may be necessary for screening processes to be undertaken to ascertain my suitability for working with children.

SIGNATURE: _____ DATE: _____

Please return completed Application Form to: The Principal
St Michael's College
15 Mitton Avenue
HENLEY BEACH SA 5022

If there is insufficient space to provide details on any sections of this form, please attach additional information as necessary.