# APPLICATION FOR EMPLOYMENT
# Teaching Staff

Sacred Heart Girls' College

*Sacred Heart Girls' College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:*

*a) Working with Children Check status, or similar check*
*b) proof of personal identity and any professional or other qualifications*
*c) the person's history of work involving children*
*d) references that address the person's suitability for the job and working with children*

*It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorites, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).*

I wish to apply for

advertised in the: on

## PERSONAL

| | |
|---|---|
| Title (Mr/Mrs/Miss/Ms/Other) | |
| Given name(s) | |
| Surname | |
| Address | |
| Home Phone | |
| Mobile | |
| Email | |
| VIT Registration Type and Number | |
| Accreditation to Teach in a Catholic School | |

## EDUCATION

| Qualifications Attained | Year Completed | Name of Institution |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

## CURRENT PLACE OF EMPLOYMENT

| | |
|---|---|
| Position | |
| Address of current place of employment | |
| Phone Number | |
| Start Date | |
| Duties | |
| | |

## PREVIOUS EMPLOYMENT

| Employer Name & Address | Positions/Duties | Start Date | End Date |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| You must list all previous employers. If more space is required, attach a separate sheet. | | | |

## VOLUNTEER WORK

| Organisation Name & Address | Positions/Duties | Start Date | End Date |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| You must list all previous employers. If more space is required, attach a separate sheet. | | | |

## REFEREES

| Name | Position | School/ Company | Phone |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |

# PRE-EMPLOYMENT DISCLOSURE QUESTIONS

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?

No ☐ Yes ☐

If yes, please provide details:

2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?

No ☐ Yes ☐

If yes, please provide details:

3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?

No ☐ Yes ☐

If yes, please provide details:

4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?

No ☐ Yes ☐

If no, this will be discussed further if you are offered an interview.

## APPLICANT DECLARATION

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.

Signature:

Date:

Melbourne Archdiocese
Catholic Schools

# Sacred Heart Girls' College

# Employment Application Collection Notice

SACRED HEART
GIRLS' COLLEGE

1. In applying for this position you will be providing Sacred Heart Girls' College with personal information. We can be contacted via:

   Mail: Sacred Heart Girls' College 113 Warrigal Road, Hughesdale 3166
   Email: humanresources@shgc.vic.edu.au
   Phone: (03) 9568 5488

2. If you provide us with personal information [and sensitive information], for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may also personal information [including sensitive information] about you from others such as your referees or employment agencies. We may keep this information on file if your application is unsuccessful in case another position becomes available.

3. We are required to conduct checks and collect information under Victorian Child Protection laws. Employees who are not registered teachers are required to have a current and valid Working with Children Check (WWCC), and a National Criminal History Record Check which we will ask for. We may also collect other personal information about you in accordance with these laws.

4. The School's Privacy Policy, accessible via the School's website, or by request from the School office and contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) and how you may seek access to and correction of personal information collected about you. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.

5. We will not disclose this information to a third party without your consent unless otherwise permitted.

6. We may disclose your personal information to the Catholic Education Commission of Victoria Ltd. (CECV), Catholic Education Offices, and service providers that provide services in connection with staff administration systems.

7. The School may use cloud computing service providers to store personal information (including sensitive information). The cloud service provider's servers may be located outside Australia. This may mean that personal information is stored or processed outside Australia.

8. The school may also from time to time use third party online service providers (including for the delivery of third party online applications, or Apps relating to email and instant messaging, such as Microsoft 365, including mail services) which may be accessible by you. Some personal information may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.

9. The School makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia in connection with these third party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the APPs. The School's Privacy Policy contains further information about its use of cloud and other third party service providers and their overseas locations.

10. Where personal and sensitive information is held or processed by a cloud or online service provider on behalf of CECV to facilitate HR and staff administrative support, this information will be stored on servers within Australia. This includes Synergetic and possibly the Integrated Catholic Online System (ICON).

11. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why and to refer them to the School's Privacy Policy for further details.

12. If you are employed by Sacred Heart Girls' College the personal information that we collect and hold about you will become part of your employee record and will be handled in accordance with the law and clause 6 of this notice.

13. Employee information is generally exempt from the *Privacy Act 1988*. Other requirements (e.g. staff contracts and other School policies) may contain confidentiality clauses or other restrictions on the entities that employee information can be disclosed to.