

LAKES GRAMMAR

AN ANGLICAN SCHOOL

Phone: 02 4393 4111 Fax: 02 4393 4133 PO Box 6069 Gorokan 2263

Please print your answers in black ink or re-type the application with your answers. You may attach a Curriculum Vitae, in which case it will not be necessary to duplicate the same information on this form.

PERSONAL INFORMATION

Surname Please attach recent photo here if possible
Christian Names
Address
..... Post Code

Phone Business Phone Mobile phone

Date of Birth / / . Place of Birth

You may choose not to give the following details:

Marital Status (Please tick)

Married Single Separated Divorced De-facto Widow/Widower If married, give spouse's name

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Names and ages of children

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..... Other dependants

General State of Health.....

Have you had any recent illness? If yes, explain
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Have you ever been arrested or convicted for any criminal act? If yes, please give details
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Position applied for:.....

I would also be interested in casual , or part - time , or full - time , or any position

I am able to be contacted during working hours - Yes / No

I am able to be interviewed during normal school hours of operation – Yes / No

Under the *Child Protection (Prohibited Employment) Act 1998* it is an offence to apply for this position if you have ever been convicted of a serious sex offence. As required by the *Commission for Children and Young People Act 1998* the preferred applicant for this position will be screened by the Commission for Children and Young People to check for any relevant criminal record, any apprehended violence orders for the protection of children and any relevant disciplinary proceedings by an employer relating to child abuse or sexual misconduct.

Declaration:

I hereby apply for the above position and declare that all the information provided in this application form and any accompanying Curriculum Vitae is true and that I have not been convicted of a serious sex offence.

Signed:

Date:

REFERENCES

List below people who can testify to your character and your professional ability. Include a minister, an employer or supervisor under whom you have worked recently. Please note that if you are selected for interview at least one referee from each category below will be contacted, including your current Principal, supervisor or employer. Please also include the name of a previous Principal or employer.

Character References

NAME	ADDRESS	PHONE

Professional References

NAME	ADDRESS	PHONE

Please attach copies of one current reference from at least one person listed in each of the two categories above. Please include a current reference from a Christian Minister if you are able.

CHRISTIAN PRACTICE

Are you an active member of a local church?.....

Which Church?
.....

Minister's Name Phone
.....

Minister's Address Postcode
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In what capacities do you serve in your church?
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TRAINING (Where curriculum vitae is supplied, there is no need to duplicate details).

1) Tertiary Training.

What degrees, diplomas or other professional qualifications do you hold?

DEGREE, DIPLOMA, ETC.	NAME OF INSTITUTION	YEAR CONFERRED

What were your fields of study?

a) Major

fields.....

b) Minor

fields.....

Please attach a complete transcript of academic results.

If you have completed any other formal training please list the courses below and attach copies of documentation.....

Do you have any other qualifications, e.g. First Aid, etc?.....

EXPERIENCE

Please list the schools at which you have taught on a full-time or part-time basis and the years in which you taught there. Recent graduates or those about to graduate should list the schools at which they completed field experience and must attach their field experience reports.

School	Years	F/T, P/T or Casual

What is your reason for leaving, or considering leaving your current employer?

List any positions of special responsibility you have held and length of time

List any extra-curricular / co-curricular activities you have been involved in at your previous schools.

Primary Applicants: please list the grades you have taught, to what Years, and for how many years.

Grade	Number of years taught	Last year taught

Secondary Applicants: please list the subjects you have taught, to what Years, for how many years.

Subject	Year levels	Number of years	Last year taught

Special Interests (all applicants)

Please tick any of the following for which you have special training, experience or interest:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> SINGING | <input type="checkbox"/> CHOIR |
| <input type="checkbox"/> PIANO | <input type="checkbox"/> OTHER MUSICAL INSTRUMENTS |
| <input type="checkbox"/> ART | <input type="checkbox"/> SPORTS |
| <input type="checkbox"/> ORIENTEERING | <input type="checkbox"/> PHOTOGRAPHY |
| <input type="checkbox"/> BUSH WALKING | <input type="checkbox"/> HANDICRAFTS |
| <input type="checkbox"/> COUNSELLING | <input type="checkbox"/> ELECTRONICS |
| <input type="checkbox"/> COMPUTERS | <input type="checkbox"/> DRAMA |

Do you have any interests or hobbies other than those mentioned above? Include any expertise or qualifications in sports.....

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Why do you wish to apply for this position?

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Please describe what specifically you would bring to the position you have applied for?

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Thank you for your application. You will receive an acknowledgment of receipt of this application. If you are selected for interview you will be contacted by phone. If you are unsuccessful, you will be notified by mail.

Employment Collection Notice

As an applicant for employment you need to be aware of the need for our school to comply with the National Privacy Principles which were enacted at the end of 2001. The school has developed a detailed policy to ensure it complies with these principles. As part of this policy we acknowledge the information that is required from our applicants and kept on record at school. The following notice is provided to ensure that we have your consent for the use and disclosure where appropriate of this personal information.

1. In applying for this position you will be providing LAKES GRAMMAR - AN ANGLICAN SCHOOL with personal information.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for the purpose of the interview process only after which times it will be destroyed within two months unless it is further required for your employment.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent.
6. We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection laws.
7. 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, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information for up to two months unless retained for the purpose of further employment.