



# Mount St Benedict College

## Application for Employment

**THIS IS A DIGITAL FILLABLE PDF**  
Click inside each field to complete the form.

### SECTION A – PERSONAL DETAILS

#### Personal Details

Title			
Given Name(s)			
Surname			
Address			
Suburb			
State		Postcode	
Telephone – Home	Work	Mobile	
Email (Personal)			
Date of Birth			

Your WWCC (Working With Children Check) number	
WWCC Expiry Date	

#### Position Applied For

Full Time / Part Time / Permanent / Temporary / Casual
I saw this position advertised:
<input type="checkbox"/> College website <input type="checkbox"/> Teachers on Net <input type="checkbox"/> Seek <input type="checkbox"/> A MSB staff member referred me. Name:
<input type="checkbox"/> Other (please specify where you saw this position advertised):

#### Criminal History Check

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Relevant criminal history checks will be conducted on recommended applicants.

Declaration | I have:

- YES    NO  
 Convictions of sexual and / or drug offences.
- YES    NO  
 Convictions of other criminal offences, within the last 10 years.
- YES    NO  
 Child sexual assault charges dealt with under section 556a of the NSW Crime Act 1990.
- YES    NO  
 Child sexual assault charges under other acts.
- YES    NO  
 Charges that not been heard carrying a penalty of 12 months or more imprisonment.
- YES    NO  
 Been subject to disciplinary action in relation to misconduct of any kind, including for sexual misconduct or harassment.
- NO    YES  
 Disclosed all my disciplinary history that is relevant to the inherent requirements of working with children.
- NO    YES  
 Confirmed that I am not included in the list of persons maintained under the Teaching Services Act 1980, as a person who is not to be employed in the Teaching Service, because of any misconduct that is found to have been of a nature that would reflect adversely on a teacher's professional standing or integrity or suitability or competence as a teacher.



**Citizenship**

Citizenship (Country)

Passport Number (if applicable)

International Applicants – please provide details of Visa / approval to work in Australia:

**Faith**

Mount St Benedict College is a Catholic school. Please indicate your (optional):

Denomination

Church Attending

**Health**

Do you have any medical conditions or disabilities which may prevent you for performing the position for which you have applied at Mount St Benedict College?

 YES  NO

If yes, please provide details:

Have you had any previous Workers' Compensation claims?

 YES  NO

If yes, please provide details:

Signature

Date



## SECTION B – EDUCATION

### NESA Accreditation Number: (Teaching staff only)

Please specify accreditation status:

Conditional  Provisional  Proficient Teacher  Highly Accomplished  Lead

Subjects I am qualified to teach:

Please provide details of all formal qualifications (including Religious Education qualifications, other significant professional development and current incomplete courses).

Year completed or to be attained	Course (Level Attained)	Provider/ Institution	Major/Minor (if applicable)

Other:

Education  Pastoral Care  First Aid

Other Educational, Professional or Technical Qualifications (including short courses):

Do you hold a current First Aid qualification?  YES  NO

Qualification

Certifier

Date Issued

Expiry Date

Do you hold a current CPR qualification?  YES  NO

Certifier

Date Issued

Expiry Date

Do you hold a current Driver's License?  YES  NO

If yes, License Category

### Professional Memberships (if applicable)

1.	2.
3.	4.

Signature

Date



## SECTION C – EMPLOYMENT

### Current Employment

Name of Current Employer

Address

Suburb

State

Postcode

Manager/Principal

Period of employment

Position/s held

Main duties and responsibilities

Current base salary

Current allowances

Reason for leaving

### Past Employment

Please indicate the last three positions held (if applicable), commencing with the most recent.  
(Teaching Staff only: please provide Statements of Service.)

**Name and Contact Details of Employer**

**From: (DD/MM/YY)**

**To: (DD/MM/YY)**

Signature

Date



## SECTION D – OTHER INFORMATION

### Technology Skills

Are you proficient working in an environment where the majority of documents are exchanged electronically over a computer network?  YES  NO

Are you conversant with the use of email as a means of communication?  YES  NO

Have you had experience working with Microsoft Office?  YES  NO

### Community Involvement

Describe any involvement you have had in activities associated with your local community and/or church.

Is there any additional information that would support your application?

### Referees

State the name, occupation and address of two persons to whom reference may be made in regard to character and professional competency.

1. Referee's Name:

Occupation

Employer

Mobile Phone

Email

Relationship to Applicant

2. Referee's Name:

Occupation

Employer

Mobile Phone

Email

Relationship to Applicant

### Declaration

I certify that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and / or termination of employment.

Signature

Date



All applications for employment at Mount St Benedict College should include:

- Letter of Application
- Employment Application Form
- Resume

And be forwarded to **recruitment@msb.nsw.edu.au** no later than the nominated date.

#### EMPLOYMENT COLLECTION NOTICE UNDER THE PRIVACY ACT

1. In order to assess your application for employment, Mount St Benedict College collects your personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application.
2. We collect your personal information directly from you, including from your resume, as well as from other sources, such as your referees and the results of criminal background, working with children checks or other matters relevant to the inherent requirements of working with children, where applicable. We may keep your information on file if your application is unsuccessful in case another position becomes available.
3. We may conduct a criminal record check, collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws or other matters that are relevant to the inherent requirements of the position as a teacher working with children.
4. We will not disclose your personal information to a third party without your consent unless otherwise permitted.
5. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as email services. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services and provide technical support. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy.
6. The School's Privacy Policy, accessible on the School's website, contains details of how you may seek access to and correction of your personal information which the School holds, as well as how you can make a privacy complaint and how we will handle the complaint.
7. If you provide us with the personal information of others (e.g. referees), we encourage you to inform them that you are disclosing that information to the School and why.

VERSION	DESCRIPTION	APPROVED BY	DATE OF APPROVAL

