

Notre Dame College

Employment Application Form



Notre Dame
COLLEGE

To Seek, To See, To Respond

APPLICATION REQUIREMENTS

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 authorities, previous employers, referees or other 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). Please see a copy of the College's Employment Applicant Collection Notice which is available on the College Website under Employment Opportunities.

When applying for a position with us you are required to:

- Complete this application form.
- Provide a current resume together with your responses to the key selection criteria outlined in the position description.
- Provide evidence of eligibility to work in Australia (if applicable).
- Provide proof of identification at interview.
- Provide evidence of current VIT registration, or Working With Children Check (or agree to undertake a WWCC) at interview.

All staff members at Notre Dame College are expected to support the Catholic ethos of the College. Notre Dame College is an inclusive and transformative Catholic community, inspiring each other to shape the future with audacity and hope. As a reflection of identity, our employment practices support a respectful and supportive workplace; one that enables us to attract and retain a diverse workforce.

QUALIFICATIONS AND REGISTRATIONS

Teaching Staff:

- a. Current registration with the Victorian Institute of Teaching.
- b. Vocational Education and Training (VET) teachers are required to hold a current Cert IV Assessment and Training and relevant industry experience in their area of expertise.
- c. Vocational Education and Training (VET) teachers are required to meet any requirements of the Registered Training Organisation, for example: Auditing assessment/moderation meetings.
- d. Obtain 'Accreditation to Teach in a Catholic School' or 'Accreditation to Teach Religious Education' within the first five years of employment in the College.

Non-Teaching Staff:

- a. Relevant qualifications and or experience as outlined in position description.
- b. Current Working With Children Check and National Criminal History Check.

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CHILD SAFETY

Notre Dame 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-related work:

- a. Victorian Institute of Teaching status or Working with Children Check status
- 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
- e. The applicant's responses to the following questions:
 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?
 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?
 3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?
 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?

DECLARATION

I declare that I have read, understood and if appointed will abide by all College Child Safe Policies and Procedures.

I declare that I am not, or have not been in breach of any requirements of the Worker Screening Act (2020) or National Criminal History Record Check, according to an assessment notice made.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

Please return this form, together with a current professional resume and covering letter addressing selection criteria to the Human Resources Officer:

Email - employment@notredame.vic.edu.au or

Post to Notre Dame College 139 Knight St, Shepparton Victoria 3630

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ADVERTISED ROLE

PERSONAL DETAILS

| | |
|------------------|----------------|
| SURNAME | TITLE |
| GIVEN NAMES | |
| HOME ADDRESS | |
| MOBILE TELEPHONE | HOME TELEPHONE |
| EMAIL | |

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

| QUALIFICATION | INSTITUTION | COMPLETED (YEAR) |
|---------------|-------------|------------------|
| | | |

PROFESSIONAL ASSOCIATIONS OR REGISTRATION

| CURRENT MEMBERSHIP/AFFILIATION RECOGNISED PROFESSIONAL BODIES | |
|--|--|
| ASSOCIATION/RECOGNISED BODY | |
| IF RELEVANT – POSITION HELD (E.G CHAIR, COMMITTEE MEMBER, ADVISOR) | |

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FOR TEACHING POSITIONS ONLY

| | | |
|--------------------------------------|------------|------------------------|
| VIT REGISTRATION | NUMBER | |
| EXPIRY DATE | | TYPE (PTT, PROV, FULL) |
| TEACHING EXPERIENCE | | |
| SUBJECTS/PROGRAMS QUALIFIED TO TEACH | YEAR LEVEL | |
| | | |

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| REFEREES | | |
|----------|--|--|
| 1 | Name and Title | |
| | Professional Relationship (e.g. Manager, Supervisor) | |
| | Contact Details (phone and email) | |
| 2 | Name and Title | |
| | Professional Relationship (e.g. Manager, Supervisor) | |
| | Contact Details (phone and email) | |
| 3 | Name and Title | |
| | Professional Relationship (e.g. Manager, Supervisor) | |
| | Contact Details (phone and email) | |

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EMPLOYMENT APPLICATION COLLECTION NOTICE

1. In applying for this position, you will be providing Notre Dame College with personal information. We can be contacted as follows:
139 Knight St, Shepparton, VIC 3630
employment@notredame.vic.edu.au
03 5822 8400
2. If you provide us with personal 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 collect personal information including sensitive information about you from others such as your referees. 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 Record Check, which we will ask for. We may also collect other personal information about you in accordance with these laws.
4. The College's Privacy Policy is accessible via the College website under Key Policies and Documents or by request from the College office, and contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) or how you may seek access to or correction of personal information collected about you. However, access may be refused in certain circumstances such as where access would have 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 services providers that provide services in connection with staff administration systems.
7. The College may store personal information (including sensitive information) in the 'cloud'. The cloud service providers may be located outside Australia. This may mean that personal information is stored or processed outside Australia.
8. The College 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 Google's G Suite and Microsoft Office 365 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 of Australia.
9. The College makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside of 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 Australian Privacy Principles (APPs). The College's Privacy Policy (available on the College website under Key Policies and Documents), 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 the CECV to facilitate HR and staff administrative support, this information will be stored on servers within Australia. This includes 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 College and why and to refer them to the College's Privacy Policy for further details.
12. If you are employed by Notre Dame College, the personal information that we collect 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, other College policies) may contain confidentiality clauses or other restrictions on the entities that employee information can be disclosed to.