



Notre Dame College

Application for Employment

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

I wish to apply for employment to the _____ position advertised in the
 (Insert name of position)
 _____ on _____
 (Newspaper, Website, etc) (Date)

PERSONAL	TITLE	GIVEN NAME(S)	SURNAME
	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER		
	ADDRESS	PHONE NUMBERS	Email Address
		Home	Date of Birth
		Mobile	Parish
		Work	
	VIT REGISTRATION NUMBER	VIT REGISTRATION TYPE	
	ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL	ACCREDITATION TO TEACH RELIGIOUS EDUCATION	
	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
COPY ATTACHED <input type="checkbox"/>	COPY ATTACHED <input type="checkbox"/>		

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EDUCATION	QUALIFICATIONS ATTAINED	YEAR COMPLETED	NAME OF INSTITUTION
GRADES/YEAR LEVELS/SUBJECTS/PROGRAMS QUALIFIED TO TEACH			

CURRENT EMPLOYMENT	CURRENT PLACE OF EMPLOYMENT	POSITION
	ADDRESS OF CURRENT PLACE OF EMPLOYMENT	PHONE NUMBER
		DATE BEGAN
DUTIES (FOR EXAMPLE: SUBJECTS/YEAR LEVELS TAUGHT IF CURRENTLY TEACHING)		

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PREVIOUS EMPLOYMENT	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO

(Note: You must list all previous employers. If more space is required, attach a separate sheet)

PROFESSIONAL DEVELOPMENT	PROFESSIONAL DEVELOPMENT THAT YOU HAVE ATTENDED	DATE / YEAR

VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO

(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)

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REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER (INCL WORK, PERSONAL AND MOBILE)	RELATIONSHIP TO COLLEAGUE
<i>(Note: At least three professional referees are required. Normally, this would include your current employer)</i>					

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 <input type="checkbox"/> YES <input type="checkbox"/>
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 <input type="checkbox"/> YES <input type="checkbox"/>
If yes, please provide details:
3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?
NO <input type="checkbox"/> YES <input type="checkbox"/>
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 <input type="checkbox"/> YES <input type="checkbox"/>
If no, this will be discussed further if you are offered an interview.

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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 College's Child Safe Policy and Code of Conduct. I have read and understand the College's Child Safe Policy and Code of Conduct (which are available on the College's website under Child Safety)

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the College's Mission and Values Statement (available in the College's website).

I have read and understood the College's Employment Applicant Collection Notice.

Signature

Date

SEND APPLICATION TO:

Please complete the above application and send it together with the completed Key Selection Criteria and covering letter to:

The Principal
Notre Dame College
139 Knight Street
Shepparton Vic 3630

Email: ndc@notredame.vic.edu.au
Fax: 0358 218098



NOTRE DAME COLLEGE

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
ndc@notredame.vic.edu.au
(03)58228 400
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 Goggle'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.