



Application for Employment – Administration and Support Staff

- Please complete this application fully by answering all questions
- Please print clearly
- King's College's policy is to employ Christian staff members
- The information that you provide on this application and through the selection process will be collected by King's College and provided to staff involved in the recruitment process.

Position Details

Position Applying For	Date of Application

Application Details

Title: (Mr, Mrs, Ms, Miss) Family Name: _____

Given Names: _____

Preferred Given Name: _____ Any Previous Names: _____

Postal Address: _____

Suburb/Town: _____ State: _____ Post Code: _____

Telephone (AH): _____ Telephone (BH): _____

Mobile Telephone: _____

E Mail Address: _____

Academic Qualifications

Degree/Diploma	University/Institution	Year Awarded

Other Qualifications

Please include details of any qualifications you hold i.e. First Aid, Coaching

Qualification	Issued By	Year Awarded	Expiry Date (If App)

Current Employment

Employers Name	Commencement Date	Position/s Held

Can we contact your current employer? (Yes/No): _____
 (If you are one of the short-listed candidates, we will need to contact your current employer)

Previous Employment

Position	Employer	From	To	Reason for Leaving

Certification Requirements

	Certificate Number	Expiry Date
VIT Registration Number (if applicable)		
Working with Children Check		
First Aid Certificate		
Anaphylaxis Certificate		
Asthma Management Certificate		

Nationality <i>Do you have Australian residency and/or a work visa if not Australian?</i>	
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Church Involvement

What church are you currently attending? _____

Who is your Minister/Pastor? _____

How long have you been attending your present church? _____

Understanding of Christian Schooling

Why do you want to work in a Christian school? _____

Referees

Please provide three referees (one being your current supervisor and one your current Minister/Pastor).

Current Employer

Name: _____
Position: _____
Relationship: _____
Business Telephone: _____ Mobile Telephone: _____
E Mail Address: _____

Current Minister/Pastor

Name: _____
Position: _____
Address: _____
Business Telephone: _____ Mobile Telephone: _____
E Mail Address: _____

Professional Referee

Name: _____
Position: _____
Relationship: _____
Address: _____
Telephone: _____ Mobile: _____
E Mail Address: _____

Have you ever been charged with a criminal offence which is punishable by imprisonment or, if found guilty, could reasonably affect your ability to meet the inherent requirements of your employment at King's College? **Yes | No | If yes, please explain:**

Have you ever had any formal disciplinary action taken against you by any current or former employer? This includes any finding of improper or unprofessional conduct by any court or tribunal of any kind and any investigations that has been the subject of by an employer, law enforcement agency or any integrity body or similar in Australia or in another country.

Yes | No | If yes, please explain:

Declaration

I understand and agree that:

- i. if any information given by me in this application (or in subsequent interviews as part of the selection process) is found to be false, or if I am found to have deliberately misrepresented or omitted any relevant information, King's College may refuse to employ me, or if I am already employed, may terminate my employment immediately and without notice or payment in lieu of notice.
- ii. an offer of employment is not deemed to be valid unless formally made in writing by King's College Principal and signed by me as an indication of my acceptance of the offer and conditions set out therein.
- iii. my appointment will be subject to a probationary period to be confirmed in a formal offer of employment.
- iv. King's College is a Child Safe employer, with a zero tolerance for child abuse. VIT registration or a valid Working with Children Check is mandatory for all staff.

Applicant's Signature: _____ Date: _____