

Employment Application Form Teaching Position

Avila 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 applications complete all sections of this application 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 1998 (C'th).

Applicants are required to submit this application form and return it with your cover letter and resume addressed to the College Principal. The successful applicant will need to provide evidence of eligibility to work in Australia; current VIT registration; completion of accredited anaphylaxis training and mandatory reporting training and academic transcripts. Applications are to be sent via email to principal@avilacollege.vic.edu.au or mailed to The Principal, Avila College, 35 Charles Street, Mount Waverley, 3149.

Position Applying For	
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Personal Details		
Surname		
Christian Name(s)		
Address		
Contact Number	Mobile:	Home:
Email		
Are you an Australian citizen or a permanent resident of Australia?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please attach a statement giving details of your residency status and provide a copy of a valid working visa.	
VIT Registration No		
Accredited to teach in a Catholic School	Yes <input type="checkbox"/> No <input type="checkbox"/>	Accreditation Number:
Accreditation to teach Religious Education in a Catholic School	Yes <input type="checkbox"/> No <input type="checkbox"/>	Accreditation Number:

Avila College 35 Charles Street, Mount Waverley, 3149

T 9831 9600 E avila@avilacollege.vic.edu.au W www.avilacollege.vic.edu.au

Academic Qualifications		
Please indicate qualifications, institutions and all subjects studied. Please attach academic transcripts of subjects studied and results attained.		
Qualifications	Institution	Year Completed

Current Study (if applicable)			
Name of Course	Institution	Date Started	Expected Completion Date

First Aid Qualifications		
It is mandatory that all teaching staff have up-to-date anaphylaxis training from a recognised trainer (Accreditation code 22300VIC or pre 2016 –22099VIC). Physical Education teaching staff are required to have first aid including CPR. Please attached a copy of certificates obtained.		
Qualifications	Institution	Year Completed

Teaching Experience	
Please indicate the teaching and/or curriculum areas that you are formally qualified to teach or have significant and verifiable teaching experience	
Teaching Methods	Teaching Experience (Subjects Taught)

Previous Employment History (You must list all previous employers. If more space is required attach a separate sheet).				
Date From	Date To	Name of School	Subject or Areas	Year Levels

Volunteer Work (You must list all previous places of volunteer work, where such work involves children. If more space is required attach a separate sheet).				
Date From	Date To	Name of School	Subject or Areas	Year Levels

Administrative and Leadership Experience			
Dates		Name of School/Company	
Position		Key Duties	
Dates		Name of School/Company	
Position		Key Duties	

Key Selection Criteria Please respond briefly to each of the key selection criteria in relation to the specific leadership position being applied for as it is described in the role description (max 500 words overall) The Leadership Standards Framework might also help inform your thinking about educational leadership in a Catholic context (http://www.lsfvic.catholic.edu.au)
KSC1. Understanding of the commitment to the Catholic and Presentation ethos of our learning community and how this would be evident in the specific role being applied for.
KSC2. Contemporary leadership vision for the specific area / role that has education of the whole student at its centre in alignment with our school improvement plan.
KSC3. Commitment to working collaboratively to create a culture of continuous school improvement in the specific leadership area and building the capacity of staff and students.

KSC4. Commitment to personal professional learning and the development of team based practices.

KSC5. Capacity to meet the management requirements of the leadership area in a timely manner, ability to sustain professional relationships and build an effective team culture.

Other Professional Achievements

Please list other professional achievements that have not been previously noted

Working at Avila College

College Ethos

Applicants will support the ethos of the College and be involved in the co-curricular program of the school. Please answer the following questions:

1. What value can I add to Avila College?

2. Why I would like to work in a high performing contemporary learning school

Referees

Please list the details of three professional referees

1.	Name	Telephone Number	School	Position
2.	Name	Telephone Number	School	Position
3.	Name	Telephone Number	School	Position

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

YES

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

YES

If yes, please provide details:

3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?

NO

YES

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

YES

If no, this will be discussed further if you are offered an interview.

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 school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education. (Please refer to the link on the Employment Page of the Avila Website)

Signature

Date