

**Employment Application Form**

**Education Support Officer**

*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:*

* *current Working with Children Check (WWCC)*
* *proof of personal identity and any professional or other qualifications*
* *the person’s history of work involving children.*
* *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 via the [Avila website](https://www.avila.vic.edu.au/employment/employment-opportunities-2/) or email to [hr@avilacollege.vic.edu.au](mailto:hr@avilacollege.vic.edu.au) The successful applicant will need to provide evidence of eligibility to work in Australia, current WWCC card and any relevant academic transcripts.

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| **Position Applying For** |  | |
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| **Personal Details** |  | |
| Surname |  | |
| First Name(s) |  | |
| Address |  | |
| Contact Details | Mobile: | Email: |
| Are you an Australian citizen or a permanent resident of Australia? | Yes □ No □ If no, please attach a statement giving details of your residency status and provide a copy of a valid working visa. | |
| WWCC number & expiry |  | |

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| **How did you hear about this role?**  *Please circle or highlight* |  |
| Avila College Website SEEK Teachers On Net The Age CECV website Word of Mouth | |

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| **Cover letter**  *Please compose your cover letter here, addressing each of the Key Selection Criteria* |
| Dr Michelle Cotter  Principal  Avila College  35 Charles Street  Mount Waverley VIC 3149  *Key Selection Criteria*   * *Reason for applying* * *Understanding of what it means to work in a Catholic School* * *Expertise in the specialist area being applied for* * *Effective communication skills, commitment to working in a team and capacity to work independently* |

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| **Academic Qualifications** | | |
| *Please indicate qualifications, institutions, and year of completion.*  *If successful, academic transcripts of subjects studied and results attained will be required.* | | |
| **Qualifications** | **Institution** | **Year Completed** |
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| **Current Study (if applicable)** |  |  |  |
| **Name of Course** | **Institution** | **Date Started** | **Expected Completion Date** |
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| **First Aid and Anaphylaxis Accreditation** | | |
| *It is mandatory that all teaching staff have up-to-date anaphylaxis training from a recognised trainer (Accreditation code 22300VIC or pre-2016 –22099VIC). Please attach copies of certificates obtained.* | | |
| **Qualifications** | **Institution** | **Year Completed** |
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| **Previous Employment History**  *Please list all previous employers.* | | | | |
| **Date From** | **Date To** | **Name of School** | **Subject or Areas** | **Year Levels** |
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| **Volunteer Work**  *Please list all previous places of volunteer work, where such work involves children.* | | | | |
| **Date From** | **Date To** | **Name of School** | **Subject or Areas** | **Year Levels** |
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| **Administrative and Leadership Experience** | | | |
| **Dates** |  | **Name of**  **School/Company** |  |
| **Position** |  | **Key Duties** |  |
| **Dates** |  | **Name of**  **School/Company** |  |
| **Position** |  | **Key Duties** |  |

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| **Other Information relevant to this application**  *Please comment on any other information that have not been previously noted* |
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| **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**position that be person suitable to work with

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.

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| 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: |
| 1. **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: |
| 1. **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?** |
| NO  YES |
| If yes, please provide details: |
| 1. **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. |

***Continue to declaration***

**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.

# Signature Date