ACADEMY OF MARY IMMACULATE
THE CITY SCHOOL FOR GIRLS
Principal: Sr Mary Moloney
A Ministry of Mercy Education ABN 69 154 531 870
88 Nicholson Street Fitzroy VIC 3065
Tel: 03] 9412 7100 Fax: 03] 9419 3885
Email: academy@academy.vic.edu.au
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APPLICATION FOR EMPLOYMENT (non teaching)

POSITION:

SURNAME:			
TITLE:			
GIVEN NAMES:			
PRIVATE ADDRESS:			
DATE OF BIRTH: (OPTIONAL)		**RELIGION**	
TELEPHONE:	M:	AH:	W:
EMAIL:			
CURRENT APPOINTMENT:			
CURRENT EMPLOYER:			
ADDRESS OF CURRENT EMPLOYER:			
DATE OF COMMENCEMENT:			
PROOF OF IDENTITY			

PROFESSIONAL QUALIFICATIONS		
QUALIFICATIONS	**INSTITUTION**	**YEAR COMPLETED**

ADMINISTRATION EXPERIENCE			
From	**To**	**Position Held**	**Description of Experience**

OTHER EXPERIENCES YOU CONSIDER RELEVANT			
From	**To**	**Position Held**	**Description of Experience**

PROFESSIONAL ASSOCIATIONS *Please list your current participation in Associations and outside bodies for academic or non-academic achievements.*	
Association	**Position Held**
PARISH/CHURCH INVOLVEMENT	

INVOLVEMENTS WHICH MIGHT SUPPORT YOUR APPLICATION	
Professional	
Community	
Recreational	
Other	

REFEREE 1 *Please list the name, address and occupation of two other referees.*		
1.	**Name**	
	Address	
	Telephone	
	Occupation	
2.	**Name**	
	Address	
	Telephone	
	Occupation	

REFEREE 2 *Please list the name, address and telephone number of your **Parish** or **other Priest**.*	
Name	
Address	
Telephone	

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.

Have you ever had any disciplinary action taken against you by an employer (eg received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?	
If yes, please provide details:	
NO ☐ YES ☐	
Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?	
If yes, please provide details:	
NO ☐ YES ☐	
Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?	
If yes, please provide details:	
NO ☐ YES ☐	
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?	
If no, this will be discussed further if you are offered an interview:	
NO ☐ YES ☐ former employers only	

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 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:**_____

Please return this completed form via email, together with your:

☐ Letter of Application
☐ Curriculum Vitae

To:	**Sr Mary Moloney rsm** **Principal** **Academy of Mary Immaculate** **88 Nicholson St** **FITZROY 3065**
Email:	**pa@academy.vic.edu.au** **Telephone: 9412 7100**

In accordance with our Privacy Policy, other than for the successful applicant, the application documentation will be destroyed at the conclusion of the appointment process.