



**Personal Profile for Non-Teaching Applicants**

Position Applied for \_\_\_\_\_

**PERSONAL DETAILS**

The questions in this section are for information only and will not affect the outcome of your application. Please answer only those you feel comfortable in completing.

Name : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Email : \_\_\_\_\_

Telephone No : \_\_\_\_\_

Mobile No : \_\_\_\_\_

**PROFESSIONAL BACKGROUND**

**DETAILS OF TERTIARY EDUCATION**

Qualification:

Year:

Institution:


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**DETAILS OF PREVIOUS EMPLOYMENT**

Dates:

Institution/Company:

Position:


List any professional associations to which you belong:


Current Studies or Professional Development:


List areas in which you feel you have special skills or experience to qualify you for this position:


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Reserve Road Coomera Qld 4209 | PO Box 441 Oxenford Qld 4210

Email [admin@ssc.qld.edu.au](mailto:admin@ssc.qld.edu.au) | Tel 07 5573 8662

Web [www.saintstephenscollege.net.au](http://www.saintstephenscollege.net.au) | Fax 07 5573 8688

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List any positions of responsibility you have held and for what length of time:


Describe your competencies in the area of computers or computer applications (Specify particular programs you are competent with):


If you have not worked in this area before, please list the reason why you feel you would be suitable:


**OTHER DETAILS**

Please state briefly your motivations to apply for this position.


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Are there any further comments you wish to give in support to this application?


Commission for Children and Young People (Blue Suitability Card) details:

Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Please note that in the event that your application is successful, you may be asked to provide the following documents as proof of identity and eligibility to work in Australia.

- Australian Current Drivers Licence
- Passport
- Evidence of permanent residence status
- Australian Citizenship Certificate

**REFEREES**

Give names, and telephone numbers of three (3) persons who would be able to attest to your character and your ability as an employee/worker.

Name : \_\_\_\_\_

Occupation : \_\_\_\_\_

Contact No : \_\_\_\_\_

Name : \_\_\_\_\_

Occupation : \_\_\_\_\_

Contact No : \_\_\_\_\_

Name : \_\_\_\_\_

Occupation : \_\_\_\_\_

Contact No : \_\_\_\_\_

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### DECLARATION

I hereby confirm that the information supplied above is true, complete and correct. I hereby give permission for Saint Stephen's College to enquire and call my referees as the College deem necessary regarding the above information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Please forward all applications to:

Attention: Personnel Officer  
Saint Stephen's College  
PO Box 441  
Oxenford QLD 4210

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