



## Application for Employment

**NOTE:** It is important to complete all sections (as applicable). Incomplete applications could result in your application not being given due consideration.

### POSITION DETAILS

Date of Application: \_\_\_\_\_ Position Title: \_\_\_\_\_

How did you first become aware of this position?

SEEK    SSC Website    SSC Facebook    Other (Please Specify) \_\_\_\_\_

### PERSONAL DETAILS

Title   Mr    Mrs    Miss    Ms    Dr    Other (Please Specify) \_\_\_\_\_

Surname: \_\_\_\_\_ Previous Surname: \_\_\_\_\_  
(if applicable)

Given Name/s: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

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

Residential Address: \_\_\_\_\_  
(if different from postal)

Home Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

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

### WORK RIGHTS & IDENTIFICATION DETAILS

Are you currently a member of staff at SSC?: Yes    No

Were you previously employed at SSC?: Yes    No

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_



Are you an Australian Citizen or a Permanent Resident of Australia? Yes No
Do you hold a valid visa to work in Australia? Yes No
If yes, please provide details Visa Type: _____ Expiry Date: _____
<b><u>For Teaching Positions</u></b>
Are you currently registered or eligible for registration with the Queensland College of Teachers (QCT)?
Yes please provide j #uk V : _____
No please provide :
Do you hold a current Apply First Aid Certificate? Yes No If yes, Certificate Issue Date: _____
<b><u>For Non-Teaching Positions</u></b>
Do you hold a current Blue Card / Working with Children Check? Yes No
If yes, please provide details Blue Card Number: _____ Expiry Date: _____

<b>QUALIFICATIONS</b>	
(Listed below in chronological order, starting with the most recent)	
<b>Qualification 1</b>	
Qualification Type: _____	Qualification Title: _____
University / Institution Name: _____	State/Country: _____
Subject Specialisation: _____	Duration of Study: _____ Graduating Year: _____
<b>Qualification 2</b>	
Qualification Type: _____	Qualification Title: _____
University / Institution Name: _____	State/Country: _____
Subject Specialisation: _____	Duration of Study: _____ Graduating Year: _____



Qualification 3	
Qualification Type: _____	Qualification Title: _____
University / Institution Name: _____	State/Country: _____
Subject Specialisation: _____	Duration of Study: _____ Graduating Year: _____
Qualification 4	
Qualification Type: _____	Qualification Title: _____
University / Institution Name: _____	State/Country: _____
Subject Specialisation: _____	Duration of Study: _____ Graduating Year: _____

PROFESSIONAL ASSOCIATION MEMBERSHIPS & PROFESSIONAL DEVELOPMENT
Do you hold any relevant Professional Association memberships? Yes No
If yes, please provide details: _____
Have you received any relevant awards, written publications or conference presentations?
.....V
If yes, please provide details: _____
Describe briefly the most significant professional development activities that you have undertaken which are relevant to this position:
_____
_____
_____
_____



<b>EMPLOYMENT HISTORY</b> (Listed below in chronological order, starting with the most recent)	
<b>Employer 1</b>	
Name of Employer: _____	
Position Held: _____	
Type of Role (Please select): _____ From Date: _____ To Date: _____	
Department / Faculty: _____	
<b>Employer 2</b>	
Name of Employer: _____	
Position Held: _____	
Type of Role (Please select): _____ From Date: _____ To Date: _____	
Department / Faculty: _____	
<b>Employer 3</b>	
Name of Employer: _____	
Position Held: _____	
Type of Role (Please select): _____ From Date: _____ To Date: _____	
Department / Faculty: _____	
<b>Employer 4</b>	
Name of Employer: _____	
Position Held: _____	
Type of Role (Please select): _____ From Date: _____ To Date: _____	
Department / Faculty: _____	



### HOBBIES & INTERESTS

Do you have any skills / hobbies / special interests relevant to this position?    Yes    No

If yes, please provide details: \_\_\_\_\_

Are you involved / interested in any student-related extra-curricular activities?    Yes    No

If yes, please provide details: \_\_\_\_\_

### REFEREE DETAILS (Please provide details of three professional referees)

#### REFEREE 1

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

Position: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

Why did you choose this person? \_\_\_\_\_

#### REFEREE 2

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

Position: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

Why did you choose this person? \_\_\_\_\_

#### REFEREE 3

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

Position: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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

Why did you choose this person? \_\_\_\_\_



**STATEMENT OF CLAIM**

(Please provide a summary below of why you have chosen Saint Stephen's College as a prospective employer, how you meet the selection criteria and the requirements of the position. In addressing the selection criteria, it is important to provide examples of relevant skills, experience and achievements that will effectively demonstrate your competence and ability to successfully achieve the key outcomes / responsibilities of the position).

Should you be shortlisted for an interview, please consider bringing the necessary evidence to support this claim to present at the interview.

[Empty box for writing the Statement of Claim]



**STATEMENT OF CLAIM - CONTINUED**

Empty box for the Statement of Claim - CONTINUED.



### APPLICANT CHECKLIST

If a job offer is made following the interview, copies of the documents below will need to be provided to the Human Resources Department. Please check each box below (as applicable) to indicate that this has been noted.

#### FOR TEACHING POSITIONS:

- Proof of name change (if current name is different from that on any of the supporting documents)
- Proof of Identity (passport copy or birth certificate)
- Visa/Work Permit (if not an Australian Citizen or a Permanent Resident of Australia)
- All Qualifications such as academic records/transcripts and certificates
- Certificate of Teacher Registration from the Queensland College of Teachers or the Eligibility for Registration
- Apply First Aid Certificate
- Statements of Service (required for classification and salary purposes), are to be provided on an original or certified copy of an original document; on the letterhead of the organisation, detailing the information below;
  - position held
  - exact commencement and cessation dates of employment
  - FTE full-time / FTE part-time (hours worked per week) / Casual Relief (total number of hours worked)
  - commencement and cessation dates of any unpaid leave; if no leave without pay was taken, the statement must show nil leave taken

Note: For private / independent school experience, please provide the school calendar dates related to the year of experience

#### FOR NON-TEACHING POSITIONS:

- Proof of name change (if current name is different from that on any of the supporting documents)
- Proof of Identity (passport copy or birth certificate)
- Visa/Work Permit (if not an Australian Citizen or a Permanent Resident of Australia)
- All Qualifications such as academic records/transcripts and certificates
- Blue Card / Working with Children Check or the Eligibility to Apply





### APPLICATION COMPLETION

Prior to submitting your application, please check each box to indicate that you have;

- Completed all sections of this form (as applicable).
- Noted the necessary documents to be provided to the Human Resources Department, should you be made a job offer following the interview.
- Enclosed / Uploaded the Saint Stephen's College Application for Employment along with your current resume and other supporting documents.

### APPLICANT DECLARATION

- I declare that, to the best of my knowledge, the information that I have provided in this form is true and accurate at the time of submission. I agree to notify the College of any changes to this information as they occur.
- I acknowledge that the provision of incorrect information or withholding of relevant information may result in the withdrawal of an offer of employment.
- I consent to the College undertaking the necessary background checks including Work Rights, QCT Registration and professional reference checks prior to making a job offer.

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

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

### ACKNOWLEDGEMENT

Thank you for considering Saint Stephen's College as a prospective employer, and for taking the time to complete and submit your application.

A message from the Principal, Ms Kim Cohen, to prospective members of our College;

*"We welcome you as part of the Saint Stephen's College community and encourage your commitment to our mission of 'developing character, inspiring hope'."*

Human Resources Department  
Saint Stephen's College  
31 Reserve Road  
Coomera  
Queensland 4209