

## EMPLOYMENT APPLICATION FORM

### Support Staff: All Non-teaching Positions

Position applied for		Date	
From where did you hear about this position			

### PERSONAL DETAILS

(Data used by School Administration for employment purposes only)

Title	Mr	Mrs	Ms	Miss	Dr	Other: _____
Given names					Surname	
Address						
Suburb						
Postcode		Email				
Telephone	(M) _____					

### CHRISTIAN BACKGROUND

(Ministerial reference required)

Do you consider yourself a Christian?						
Why?						
Which church do you attend?						
Attendance	Weekly	Fortnightly	Monthly	Occasionally		
Minister's name						

### QUALIFICATIONS

(Please attach copies of qualifications listed)

Years attended	Educational institution	Name of award/qualification	Date conferred

**EXPERIENCE AND EMPLOYMENT**

(Proof of employment may be required)

**RECORD**

Start Date	End Date	Employer	Role/ Job Title	F/T	P/T	FTE

**REFEREES**

Please notify all referees that the school may contact them regarding your application

**MINISTERIAL REFEREE**

(Required)

Name	Nature of Acquaintance	Contact Number/Mobile

**CHARACTER REFEREES**

(At least one required, in addition to ministerial referee above)

Name	Nature of Acquaintance	Contact Number/Mobile

**PROFESSIONAL REFEREES**

(At least two required, including a recent school principal or supervisor)

Name	Professional Relationship	Contact Number/Mobile

**SUPPORTING STATEMENTS**

Profile any special training, experience or interests that you may have which may strengthen your employment application

Please add any comments or offer clarification to any aspects of your application

## CHILD PROTECTION

*The Commission for Children and Young People Act 1998 makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the Child Protection (Offenders Registration) Act 2000 to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.*

*Offers of positions to the successful applicant will be subject to a Working with Children Check clearance number from the Office of the Children's Guardian.*

**Please provide your WWCC \_\_\_\_\_ or go to:**

**<https://ocg.nsw.gov.au/working-children-check> for more information.**

**Have you undertaken Child Protection Training within the last 12 months? Yes      No**

## ATTACHMENTS AND INCLUSIONS

All staff applications for Oxford Falls Grammar must be accompanied by the following attachments:

- Curriculum Vitae**
- Original testamurs to sight, copy and file on interview or certified photocopies of all qualifications listed**
- Proof of number of casual days**
- Please note: CPR, Anaphylaxis, and Asthma certifications are required for employment**

## FORM SUBMISSION

(No application will be considered without completed documentation)

Email completed form, CV and documentation to: **[applynow@ofg.nsw.edu.au](mailto:applynow@ofg.nsw.edu.au)**

*In applying for this position, you will be providing Oxford Falls Grammar with personal information. Please refer to the school's public website to view the Privacy Policy and Collection Notice.*