



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**

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.