



Employment Application Form

You are invited to complete the following application form. Prior to submitting, please ensure that you have viewed the final page checklist and completed / included all components.

Regent College is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people, and expects all staff to share this commitment.

Please complete this form in your own handwriting

Application for the position of

Personal Details

Mr, Miss, Dr, Ms, Mrs, (please circle) Other (please state):

Surname First Name

Preferred Name Gender

Home Address

.....

..... Postcode

Postal Address Postcode

Telephone (Private) Business

Mobile Email

Your Background (required for College census data)

Are you an Australian Citizen? Yes NO If no, please attach copies of passport number & visa details

Nationality: e.g. Australian, Singaporean etc.

Ethnicity: e.g. Aboriginal, Torres Strait Islander

Gender: Male Female

Are you from a non-English speaking background? Yes (details) NO

Faith Details

Church you attend Denomination

Address Postcode

Name of Pastor, Elder, Priest etc. Telephone

Referee to your Christian Standing (if different from Pastor, Elder, Priest etc.)

Name Telephone

Employment Details (current)

Position..... Date commenced.....

Name of Employer

Major Responsibilities

.....

Employment Details (history)

Dates employed	FTE	Position held	Name of employer	Reason for leaving

Academic Details

Completed Tertiary Courses	Institute	Date completed

Current Courses	Institute	Due date of completion

Referee Information

We would like to contact two referees; one must be your current employer. We will defer speaking to your current employer until you are identified as the preferred candidate.

1. Current employer

Name Position

Telephone: Mobile Business

2. Other professional employer

Name Position

Telephone: Mobile Business

Medical Details

It is important to us that you honestly inform us of any impediment to you working in the advertised role.

Do you have any pre-existing medical condition(s) which may impact your capacity for this position?

No

OR

Yes (if so, please outline below)

.....
.....

Workers compensation

Do you have past or current workers compensation claims? [In Education or any other sector]

I **have not** had a Worker’s Compensation Claim

OR

I **have** had a Worker’s Compensation Claim

Date of injury	Injury incurred	Name of insurance company

Additional Information

Do you have a current drivers licence? Yes NO Class of licence

When could you commence in the advertised position?

Any factors that may preclude long-term employment?

Declaration

1. I (print name).....declare that:

- The information I have provided is true, complete and correct to the best of my knowledge
- I have provided full details of any investigation or disciplinary action taken against me relating to my character or previous employment (*please attach details*)

• Outstanding charges:

I **do not** have a criminal conviction(s)

OR

I **do have** a criminal conviction(s) (*Please attach details*)

OR

I **do have** outstanding criminal charges pending against me before a court (*Please attach details*)

- I have provided full details of all criminal convictions, charges or inquiries against me except for those convictions that Australian Statute exempts me from disclosing.
- I have provided full details of any Worker’s Compensation claims, disability or medical condition.
- I have provided evidence that I am a citizen of Australian or New Zealand, or that I have a visa, which entitles me to work in Australia.

2. If I am a preferred applicant I agree that Regent College may contact my current employer for a reference

Signature: Date:

Checklist

Applications will not be processed unless all relevant paperwork is enclosed. Please refer to the following:

- Completed application form in your own handwriting
- Written statement addressing selection criteria (can be typed)
- Resume provided
- Copy(s) of relevant certificates and qualifications including transcripts
- Copy of passport number and visa (if applicable)
- Copy of TRBWA registration (teachers only)
- Copy of WWCC (non-teaching staff)
- Copy of completed Police Check application (operational staff only)
- Further details have been attached (if applicable)

Privacy

Any information that you provide to Regent College is kept strictly confidential

SUBMITTING YOUR APPLICATION

Address your application to

Regent College (Principal)
Confidential Application
22 Colombo Street
Victoria Park WA
6100

Process

Thank you for your interest and effort in applying for a position and career at Regent College.

- All applicants will receive an email on receipt of their application. Applications must be received by the due date.
- Following the assessment of applications, shortlisted candidates will be telephoned by the College to coordinate a suitable interview time. Unsuccessful applications will be contacted via email. Unless instructed by the applicant, the College will keep applications of unsuccessful applicants for other roles that might be suitable (for a period of 1 year only).

Final page of application (5 of 5)