



Geelong Lutheran College
General Staff Application Form

PERSONAL DETAILS

NAME:		
ADDRESS:		
CITY:	STATE:	POSTCODE:
EMAIL ADDRESS:		
MOBILE:		
POSITION YOU ARE APPLYING FOR:		

EDUCATION

Qualification Gained	Institution Attended	Years Attended	Year Awarded

EMPLOYMENT RECORD

Please provide a full employment history including any employment gaps and reason for the gap/s from the date of your first employment.

FULL EMPLOYMENT HISTORY

Occupation	Employer	Year		Reason for Leaving
		From	To	

NOMINATED REFEREES

To support character and professional capability.

Professional Referees: Please provide details of your three (3) most recent Employers/Line Managers in organisations where you were last appointed in a paid position.

PROFESSIONAL REFEREE 1

NAME:	POSITION:
ORGANISATION:	EMAIL:
MOBILE	

PROFESSIONAL REFEREE 2

NAME:	POSITION:
ORGANISATION:	EMAIL:
MOBILE	

PROFESSIONAL REFEREE 3

NAME:

POSITION:

ORGANISATION:

EMAIL:

MOBILE

CRIMINAL RECORD CHECK**PLEASE ANSWER THE FOLLOWING QUESTIONS**

Have you ever been convicted and/or charged of any criminal offence, including where no sentence was imposed?

YES

NO

Have you ever been accused of physically, sexually or emotionally abusing or harming a child or a young person?

YES

NO

(For applicants who have at any time worked in Victoria)- Have you ever been the subject of an allegation of "reportable conduct" (that is: sexual offence, sexual misconduct, assault, ill treatment, neglect or psychological harm of a child)?

YES

NO

(For applicants who have at any time worked outside of Victoria) - Have you ever been the subject of an allegation involving your conduct with a child or young person, such as sexual offence, sexual misconduct, assault, ill-treatment, neglect or psychological harm that resulted in a notification to a statutory authority under the local child protection legislation?

YES

NO

Have you even been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm?

YES

NO

Have you ever been the subject of a complaint/allegation and/or internal investigation that related to a breach of your professional boundaries and/or breach of Code of Conduct?

YES

NO

During the last 5 years have you been the subject of formal performance management and/or disciplinary proceedings (or any action that might lead to such proceedings) in relation to your employment?

YES

NO

As a result of any such proceedings or for any other reason, have you ever been suspended, dismissed or asked to resign from your position?

YES

NO

If you have answered yes to any question above, please give a brief description below:

APPLICATION DECLARATIONS:

- By submitting this application, I declare that there is no reason for Geelong Lutheran College and Lutheran Education Victoria, NSW & Tasmania (LEVNT) to believe I am not suitable to work in child-related employment. I understand if Geelong Lutheran College and LEVNT becomes aware that I have failed to disclose or inaccurately disclosed any information in this application, my application and any potential employment offer being terminated.
- I certify that the information provided in this application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in my application and any potential employment offer being terminated.
- I certify the accuracy of the information provide with this application. I consent to Geelong Lutheran College contacting current referees as nominated on my application should I be interviewed by the College for a position. No contact with referees will be made until after the interview process.
- I understand that a current Working with Children Check (WWCC) is required as part of the employment application process and it is a condition of any employment offer from Geelong Lutheran College that I hold a valid Working with Children Check (WWCC) at all times during my employment. In addition, a National Criminal Check may be required as part of the employment assessment process. The existence of a criminal record or other relevant record may affect the ability of Geelong Lutheran College to proceed to interview stage. Successful applicants must also hold a current first aid qualification.

Applicant's Signature:**Date:****EMPLOYMENT COLLECTION NOTICE**

In completing an application form for employment at Geelong Lutheran College, you will be supplying the College with personal information.

If you provide us with personal information, for example, your name and address or information contained on this form, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent, other than to the referees that you have listed on this form. If you provide us with personal information of others, we encourage you to inform them that you are disclosing this information to Geelong Lutheran College and that they can access that information if they wish.

Geelong Lutheran College does not usually disclose information to third parties.