

WILLIAM CLARKE EDUCATING TO MAKE A DIFFERENCE

FILLING IN THIS FORM

Acrobat Reader:

Fill out the form using Acrobat Reader (not your web browser) to ensure all content is saved correctly. If you don't have Acrobat Reader download here: get.adobe.com/reader/

Manually:

- Please use black or blue pen.
- Print in BLOCK LETTERS.

PERSONAL INFORMATION

Title

Mr Mrs Miss Ms

First name/s

Family name

Date of birth (dd/mm/yyyy)

Gender Male Female

Street address

Suburb

State

Postcode

EDUCATION INFORMATION

SECONDARY

School	Highest award (eg.HSC)	Year of award
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

TERTIARY

Name and location of Institute	Years of attendance	Award conferred	Date conferred
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CONTACT INFORMATION

Home phone

Mobile

Email

CURRENT STATUS

Are you an Australian citizen?

Yes No

Current employer

Current role

CHURCH ATTENDANCE

Church attending

Denomination

Attendance

Weekly Once a month Occasionally

EMPLOYMENT INFORMATION

Indicate in order previous positions held, commencing with the most recent position.

From (MM/YY)	To (MM/YY)	Name of employer	Position held	Full-time / Part-time / Casual

VOLUNTEER EXPERIENCE

From (MM/YY)	To (MM/YY)	Organisation	Duties performed

HOBBIES AND INTERESTS

AVAILABILITY

Please tick

Morning	<input type="checkbox"/>	Mon	<input type="checkbox"/>	Tue	<input type="checkbox"/>	Wed	<input type="checkbox"/>	Thu	<input type="checkbox"/>	Fri
Afternoon	<input type="checkbox"/>	Mon	<input type="checkbox"/>	Tue	<input type="checkbox"/>	Wed	<input type="checkbox"/>	Thu	<input type="checkbox"/>	Fri

REFEREES

Please provide the name and contact details of three referees, including a Minister of Religion.

Name	Organisation / Relationship to Applicant	Phone

WORKING WITH CHILDREN CHECK

If successful in your application for employment, you will need to provide your Working with Children Check number for verification prior to commencement. This enables the College to fulfil its responsibilities under the Commission for Children and Young People Act 1998 (NSW) (as amended or replaced from time to time), and any other applicable legislation dealing with child protection.

PROOF OF AUSTRALIAN CITIZENSHIP OR WORKING VISA

Please provide proof of Australian Citizenship or approval to be actively employed in Australia (e.g. photocopy of Australian Birth Certificate or Working Visa). The copy you provide must be certified by a Justice of the Peace as being a true copy.

DECLARATION

In returning this form, I certify that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Name *(please type full name)*

Date

Please return via email the completed Application Form together with a covering letter, CV and scanned copies of required documents to employment@wcc.nsw.edu.au

WILLIAM CLARKE COLLEGE PRIVACY STATEMENT

1. In applying for this position you will be providing William Clarke College with personal information. We can be contacted at:
William Clarke College
PO Box 6010
Baulkham Hills Business Centre NSW 2153
info@wcc.nsw.edu.au
+61 2 8882 2100
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances which as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to conduct a criminal record check and collect information regarding whether you are or have been subject to certain criminal offences under the Child Protection (Working with Children) Act 2012 NSW.
6. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these services providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of an online or 'cloud' service providers is contained in the College's privacy policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.