



JOB APPLICATION COVER SHEET

POSITION: _____

Your Details

Title (tick one box only):

Mr Ms Dr

Mrs Miss Prof Other

First Name: _____ Last Name: _____

Street Name & No. or PO Box: _____

Suburb/Town: _____

State: _____

Postcode: _____

Country (if not Australia): _____

Daytime Contact No.: _____

Alternative Contact No.: _____

E-Mail Address: _____

Position Information

Where did you first see the position advertised (tick one only):

| | | | |
|--|--------------------------|--|--------------------------|
| Courier Mail | <input type="checkbox"/> | The Australian | <input type="checkbox"/> |
| www.staidan.qld.edu.au | <input type="checkbox"/> | www.teachers.on.net.au | <input type="checkbox"/> |
| www.mycareer.com.au | <input type="checkbox"/> | www.seek.com.au | <input type="checkbox"/> |
| www.careerone.com.au | <input type="checkbox"/> | www.agsa.org.au | <input type="checkbox"/> |

Other: _____

Application Date: ____ / ____ / ____



Application for Employment Form – Support Staff

SECTION 1: APPLICANT'S PERSONAL DETAILS

Surname: _____ **Title:** _____ **Previous Surname/s:** _____

Given Names: _____ **Preferred Names:** _____

Date of Birth: _____ **Proof attached** Yes / No **Sex (M or F)** _____
(optional information)

Residential Address: _____ **Post code:** _____

Postal Address: _____ **Post code:** _____

Telephone: Home _____ **Alternative contact no.** _____

Fax _____ **Email:** _____

Mobile _____ **Pager** _____

Have you ever previously been employed at St Aidan's AGS? (Pls circle) Yes / No

If Yes, When _____

If Yes, employed as (Pls circle) Casual Temporary Permanent

Are you currently employed Yes / No

SECTION TWO: ADDITIONAL PERSONAL AND ID INFORMATION

Citizenship / residency status

Are you an Australian citizen or a permanent resident of Australia **Yes / No**
If no, attach a statement giving details

Criminal convictions

Have you ever been convicted in a court of law for an offence, other than a traffic offence
Or an offence which you do not have to disclose by virtue of the provision of the
Criminal Law (Rehabilitation of Offenders) Act 1986? **Yes / No**
If yes, you will be required to submit details in an enveloped marked *Confidential*

Other Employment

Are you currently on leave from any Commonwealth, State Government department or
Private sector organization? **Yes / No**
If yes, attach a statement giving details

Suitability Card for Child Related Employment

Do you hold a current "Blue Card"? **Yes / No**

If yes

Registration number: _____

Expiry Date: _____



Section Three: Employment History

Please list your previous employers in chronological order (attach a separate sheet if there is insufficient space).

| Employer | Position Title | Work Status F/P/T/C | Employed From | Employed To |
|----------|----------------|------------------------|------------------|----------------|
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Section Four : Educational Qualifications

Please list any qualifications, the Institution, date completed - in chronological order (attach a separate sheet if there is insufficient space).

| Qualification | Name of Institution | Course completion date / year |
|---------------|---------------------|----------------------------------|
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Section Five : Referees

Please list your referees below.

| Name | Type of Reference (personal/professional) | Position Title | Company | Phone Number |
|------|--|----------------|---------|--------------|
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Section Six: Certified copies of qualifications (including academic results)

Section Seven: Additional courses completed (not listed in Section 4 above)

Section Eight: Professional Associations (please list your membership and positions held)

Section Nine: Activities / Hobbies / Outside Interests (please list)

Section Ten: Is your present employer aware of this application / enquiry? **Yes** / **No**

Section Eleven: By what date would you be able to take up a new appointment?

Section Twelve: Current salary scale (certified verification required)

Section Thirteen: Applicant's Declaration

I certify that the information contained in this application is a true and correct statement of my particulars, qualification, training, experience and competencies. I understand that statements found to be false within my knowledge may make me liable for immediate dismissal.

Signature:

Date:

PLEASE SEND THIS FORM COMPLETED WITH YOUR CURRICULUM VITAE AND APPLICATION