



## EMPLOYMENT APPLICATION FORM

Position applied for:

Date:

Type:          Full Time          Part Time          Casual          Relief

How did you hear about this position?

Aquinas Website          Seek          Word of mouth          Other  
Other (please specify)

## PERSONAL DETAILS

Gender: Male          Female          Date of Birth

Title: Mr          Mrs          Ms          Miss          Other

Surname:          First name:

Address:

Postcode:

Telephone Home          Work

Mobile          Email

*Prior to working at Aquinas College you will be required to provide documentary proof of your legal entitlement to work in Australia and where required proof of Registration with The Teacher Registration Board of Western Australia and/or a national police check. It is a requirement to provide proof of COVID vaccination or proof of Government Vaccination Exemption.*

## MEDICAL HISTORY

Please specify any disability, serious illness or disease which may hinder or prevent you from performing the duties required of the position:

Give details :

Are you required to take medication which may affect your work performance or attendance?          Yes          No

Have you ever claimed Workers' Compensation for injuries which may affect your ability to perform the duties required of the position?          Yes          No

If Yes, give details:

Depending on your answers and in consideration of providing a safe workplace, the College may require you to undergo a pre-employment medical examination and/or alcohol or drug tests.

**Important Notice: Section 79 of the Workers' Compensation and Injury Management Act 1981 States:**

'Where it is proved that the worker has, at the time of seeking or entering employment in respect of which he claims compensation for an injury, wilfully and falsely represented himself as not having previously suffered from the injury an arbitrator may in the arbitrator's discretion refuse to award compensation which otherwise would be payable.'

## EMPLOYMENT DETAILS

Are you currently employed Yes No

Current employer

Current position: Length of service:

*Please provide details of previous employers in the last five years:*

Employer	Position held	Dates of Employment

## TERTIARY QUALIFICATIONS AND TRAINING:

***Tertiary Qualifications***

*Copies of qualifications must be attached or part of your CV*

Degree, Diploma etc	Name of institution	Date completed

***Teaching positions – What were your major and minor fields of study***

Major	
Minor	

***Current Studies***

Name of Institution	Years attended	Course(s) being undertaken

***Member of Professional or Position Related Organisation***

Name of Institution	Details	Number of Years Involved

**REFEREES**

***Please list the names, position and contact details for three Professional Referees:***

Referee name	Company and position held	Contact no

## Statement of Declaration

I declare that the information provided in this Employment Application Form and the attached Curriculum Vitae are true and accurate, and I acknowledge that any misrepresentation of facts may be sufficient for my application to not be successful or my subsequent termination if employed.

I acknowledge I have read and agree with the Employment Collection Statement below.

Name:

Signature:

Date:

### EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing Edmund Rice Education Australia trading as Aquinas College (Aquinas) with personal information.
2. If you provide Aquinas with personal information, for example, your name and address or information contained on your resume, Aquinas will collect the information in order to assess your application for employment. -
3. It is a condition of the application for the position that you agree that you will not seek access to interview notes, notes of verbal reports etc.
4. The Aquinas website, contains details of how you may complain about a breach of the Australian Privacy Principles. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. Aquinas will not disclose this information to a third party without your consent unless otherwise permitted to.
6. Aquinas are required to collect information regarding whether you are or have been the subject of an Violence Restraining Order and certain criminal offences. We may also collect personal information about you in accordance with these laws.
7. Aquinas may use online or 'cloud' service providers to store personal information and to provide services to Aquinas that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service 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 Aquinas's use of online or 'cloud' service providers is contained in the Aquinas Privacy Policy.
8. If you provide Aquinas with the personal information of others, Aquinas encourages you to inform them that you are disclosing that information to Aquinas and why.

You can obtain further information about privacy from:

The Privacy Officer  
Aquinas College  
Locked Bag 11, Bentley Delivery Centre  
Bentley, WA 6983