



## Employment Application Form

<b>Advertised Position:</b>	
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### Applicant Details

<b>Given Name(s)</b>	<b>Surname</b>

<b>Home Address</b>

<b>Contact Numbers</b>	
<b>Mobile:</b>	<b>Other:</b>

<b>Email:</b>	
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<b>Date of birth:</b>	
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<b>Working with Children Check Number:</b>	
<b>Expiry Date:</b>	

### Current Employment

<b>Position Title:</b>	
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<b>Current Employer:</b>	
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<b>Current Supervisor:</b>	
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### Referees

<b>Name:</b>	
<b>Employer / Position:</b>	
<b>Mobile:</b>	

<b>Name:</b>	
<b>Employer / Position:</b>	
<b>Mobile:</b>	

Marist Brothers are committed to upholding the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). Our Privacy Policy sets out how we manage personal information held by us. By dealing with us, you consent to our collection, use, and disclosure of your personal information in the manner described in our Collection Notice and our Privacy Policy.

**Employment History**

Employer	Position Held	Years

**Qualifications**

Qualification	Institution	Study Area	Year Awarded

**Response to Criteria**

*If required, as stipulated in the advertisement for the position, make a response to the selection criteria for the position by completing the following section. Otherwise, this section can be left blank. Be sure to complete the other pages on this Application Form.*

Criteria	Response

**Please respond to each of the questions over the page and then read and sign the declaration on the final page of the Application Form.**

## Pre-Employment Disclosure Questions

It is an inherent requirement of the position that you be a person suitable to work in child-connected work or in an environment where vulnerable persons are present. Each of the following questions are relevant to the prospective employer understanding and determining your ability to carry out the inherent requirements of the advertised position. You are required to provide a response to each question.

**1. Do you have the right to live and work in Australia?**

Yes  No

If yes, you give your consent to us checking your right-to-work status with the Department of Home Affairs.

**2. Have you ever been the subject of any allegation of 'reportable conduct' involving a child or young person?**

No  Yes

If yes, please provide details and attach extra pages if necessary.

**3. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct that has been partly or fully substantiated by an employer or other body?**

No  Yes

If yes, please provide details and attach extra pages if necessary.

**4. Have you ever had any disciplinary action taken against you by an employer (including a formal direction, warning, or had your employment terminated) in relation to any inappropriate or unprofessional conduct?**

No  Yes

If yes, please provide details and attach extra pages if necessary.

**5. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?**

No  Yes

If yes, please provide details and attach extra pages if necessary.

**6. After reviewing the position description, are you aware of anything else that may prevent you from carrying out the inherent requirements of this role?**

No  Yes

If yes, please provide details and attach extra pages if necessary.

**7. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1-6 above and to ask about your suitability to work with children and vulnerable people?**

Yes  No

**8. Do you consent to us conducting a National Criminal History Check?**

Yes  No

**9. Are you willing and available to undergo a pre-employment medical screening, if required?**

Yes  No

**10. Would the police or medical checks indicate anything that may preclude you from this role?**

Yes  No

**11. Are you vaccinated against Communicable Diseases?**

Yes  No

**12. Will your referees confirm you are supportive of the Catholic ethos and Marist Charism?**

Yes  No

**Applicant Declaration**

I declare that the contents of this form are true, correct, and complete to the best of my knowledge, and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission that relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment.

I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position, including my suitability to perform child-connected work or work with vulnerable persons.

I understand and accept that my appointment to this position requires compliance with all the policies of the Marist Brothers.

I understand and accept that my appointment to this position requires a commitment to and support of the Catholic ethos and Marist Charism.

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Application Process**

Please return this completed Application Form, together with your cover letter of application and a copy of your resume to \_\_\_\_\_ via email at \_\_\_\_\_ by the closing date \_\_\_\_\_.