



Sacred Heart Girls' College

APPLICATION FORM

OUR VISION

"Sacred Heart Girls' College is a school within the Catholic ethos, educating young women for life, and always striving upwards for excellence in learning and growth of faith. We are committed to providing an environment which enables the development of strong, articulate women, faithful to Gospel values, with respect for themselves and compassion for others - discerning, confident, prepared and willing to embrace life's challenges"

Deputy Principal Learning and Teaching

Return "Confidential" to :
Mr. Christopher Dalton
Principal
Sacred Heart Girls' College
PO Box 228
OAKLEIGH VIC 3166

principal@shgc.vic.edu.au

Sacred Heart Girls' College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

- a) Working with Children Check status, or similar check
- b) proof of personal identity and any professional or other qualifications
- c) the person's history of work involving children
- d) references that address the person's suitability for the job and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

I wish to apply for employment to the *Deputy Principal Learning and Teaching* position advertised in the

_____ on _____
 (Newspaper, Website, etc) (Date)

PERSONAL	TITLE	GIVEN NAME(S)	SURNAME
	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER		
	ADDRESS	PHONE NUMBERS	VIT REGISTRATION NUMBER
		Home	
		Mobile	VIT REGISTRATION TYPE
		Work	
	ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL	ACCREDITATION TO TEACH RELIGIOUS EDUCATION	
YES <input type="checkbox"/> NO <input type="checkbox"/> ATTACHED <input type="checkbox"/>	COPY	YES <input type="checkbox"/> NO <input type="checkbox"/> ATTACHED <input type="checkbox"/>	COPY

EDUCATION	QUALIFICATIONS ATTAINED	YEAR COMPLETED	NAME OF INSTITUTION

CURRENT EMPLOYMENT	CURRENT PLACE OF EMPLOYMENT	POSITION
	ADDRESS OF CURRENT PLACE OF EMPLOYMENT	PHONE NUMBER
		DATE BEGAN
	DUTIES	

PREVIOUS EMPLOYMENT	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO
<i>(Note: You must list all previous employers. If more space is required, attach a separate sheet)</i>				

VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO
<i>(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)</i>				

REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

Pre-Employment Disclosure Questions

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
4. 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 1–3 above and to ask about your suitability to work with children?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If no, this will be discussed further if you are offered an interview.	

EMPLOYMENT COLLECTION NOTICE - APPLICANT

Employment Collection Notice

1. In applying for this position you will be providing Sacred Heart Girls' College with personal information. We can be contacted at 113 Warrigal Road, Hughesdale, 3166, Victoria, info@shgc.vic.edu.au, telephone 9568 5488.
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 is accessible via the College website, or by request from the College Office. The policy contains details of how you may complain about a breach of the Australian Privacy Principles [APPs] or how you may seek access to personal information collected about you. 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.
4. The College may disclose your personal information to service providers, including Microsoft Office 365 Applications / Google, Inc. through the School system that uses "Google Apps for Education" (GAFE) including Gmail. Consequently, your personal information may be transferred, stored and processed in the United States, or any other country where Microsoft or Google provides their services. College personnel responsible for the School system and the Catholic Education Commission of Victoria (CECV) and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use. Any personal information accessed by Microsoft Office 365 Applications or the Google App will be stored in accordance with the APPs.
5. Where personal information is held by Microsoft Office 365 Applications / GAFE it will be limited and may include:
 - Name
 - Email Address
 - Date of Birth

Personal information held by Microsoft Office 365 Applications / GAFE will be stored in accordance with the APPs.

6. We may disclose your information to the Catholic Education Commission of Victoria, Catholic Education Offices, and support vendors that provide services around staff administrative systems, but will not disclose this information to other third parties without your consent.
7. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia, including but not necessarily limited to, the United States. The College uses the services of third party online providers which may be accessible by you. The College has made reasonable efforts to be satisfied about the security of any personal information stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal information provided by the APPs.
8. We are required to collect information under Victorian Child Protection laws. Employees who are not registered teachers are required to have a current and valid Working with Children Check (WWCC), and a National Criminal History Record Check. We may also collect other personal information about you in accordance with these laws.
9. Where personal and sensitive information is retained by the CECV by a cloud service provider to facilitate HR and staff administrative support, this information will be stored on servers within Australia. This includes the Integrated Catholic Online System (ICON).
10. 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, that they can access that information if they wish and that the College does not usually disclose the information to third parties.
11. If you are employed by Sacred Heart Girls' College, the personal information that we collect about you will become part of your employee record and will be handled in accordance with the law and clause 6 of this notice.
12. Staff information is exempt from the *Privacy Act 1988*. Other requirements (e.g. staff contracts, other school policies) may contain confidentiality clauses or other restrictions on the entities that staff information can be disclosed to.

Please complete and sign below to confirm that you consent to this disclosure, processing and storage of your personal information.

Applicant Name: _____

Signed: _____ Date: _____

Applicant declaration

I declare that the contents of this form are true and 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 which 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. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.

Signature

Date