



Application for Employment

John Septimus Roe Anglican Community School (JSRACS) takes child safety seriously and as such, questions within this application form will require you to address your suitability to work with children, in a Child Safe school.

- Please fully complete this application for employment by answering all questions.
- Please print clearly.
- The information that you provide on this application and throughout the selection process will be collected by JSRACS and provided to staff involved in the recruitment process.

Position Details

Position you are applying for:

Applicant Details

Family Name: _____ Title: (eg Dr, Mr, Mrs, Ms, Miss) __ Given
Names: _____
Preferred Given Name: _____

Postal Address: _____
Suburb/ Town: _____ State: _____ Postcode: _____

Mobile Telephone: _____ Telephone (H): _____
Email Address: _____

Academic Qualifications (if applicable)

Degree/ Diploma	University/ Institution	Year Awarded

Note: Please attach to this application a certified copy of your testamur or academic transcript for each qualification.

Other Qualifications

Please include details of any other qualifications you hold i.e. First Aid, Coaching, Bus License.

Qualification	Issued by	Year Awarded	Expiry Date (if appl)

Professional Memberships

Please include details of any professional memberships i.e. English Teachers Assn

Organisation	Year Joined	Level of Involvement

Employment History

Please include full details of your employment history. (Please use a separate sheet of paper if necessary)

Position	Employer	From	To	Reason for Leaving

Note:

- If you are a graduate applicant, please attach copies of your reports for your two most recent practicums.
- Please also provide a Curriculum Vitae attached to this application. This may include more detailed information regarding your experience.
- If you have had gaps in your employment history please provide the details below.

Gaps in employment History (explanation)

Statutory Requirements

	Yes / No	TRB/WWCC Number	Valid to
Membership of TRBWA (Teaching staff only)			
Working with Children Card			

Note: Certified copies must be attached to this application.

Suitability to work with Children

Have you ever been convicted of a criminal offence, received a caution or have other legal or pending cases, including formal disciplinary action, which may affect your suitability to work with children?

Yes / No If yes, please provide details:

Health

Do you have any previous or existing health (including psychological) issues and/or physical disabilities that may limit or impact on a position at JSRACS?

Yes / No If yes, please provide details:

Workers Compensation

Have you ever applied for or received any workers compensation payments?

Yes / No If yes, please provide details:

Church Membership

Are you a member of a Church?

Yes / No

If yes, please indicate which denomination: _____

Referees

Please provide three referees (one being your current Line Manager) who may be contacted to comment on your professional and personal qualities.

Current Line Manager

Name_____
Position_____Relationship_____
Address_____
Home Telephone_____Business Telephone _____
Mobile_____
Email _____

Referee 2

Name_____
Position_____Relationship_____
Address_____
Home Telephone_____Business Telephone _____
Mobile_____
Email _____

Referee 3

Name_____
Position_____Relationship_____
Address_____
Home Telephone_____Business Telephone _____
Mobile_____
Email _____

Declaration

I understand and agree that:

- i. If any information given by me in this application (or in subsequent interviews as part of the selection process) is found to be false, or if I am found to have deliberately misrepresented or omitted any relevant information, JSRACS may refuse to employ me, or if I am already employed may terminate my employment.
- ii. An offer of employment is not deemed to be valid unless formally made in writing by the JSRACS Principal and signed by me as an indication of my acceptance of the offer and conditions set out therein.
- iii. My appointment will be subject to a probationary period to be confirmed in a formal offer of employment.

Applicant's Signature: _____ Date: _____

Personal Information

Note: Applicants may choose to disclose this information and to include a current photograph, at their absolute discretion.

Date of Birth	
Nationality Do you have Australian residency and/or work visa if not Australian?	
Marital Status	
Spouse/Partner's Name (where applicable)	
Spouse/Partner's Employment (if applicable)	
Children's Names/Ages (where applicable)	
Personal and Community Interests	

Checklist and Return Address

Please use the list below as a checklist of documents (certified copies only) that must be included with your application. JSRACS will not be able to consider your application unless correct documentation is supplied.

- Gaps in employment history are explained
- Suitability to work with children has been acknowledged
- Certified copies of testaments or academic transcripts for all qualifications held
- Certified copy of TRB membership or provisional membership certified (if applicable)
- Certified copy of Working with Children card (WWCC)
- Copies of last two practicum reports (graduates only)
- Curriculum Vitae

Applications should be emailed to: humanresources@jsracs.wa.edu.au or marked 'Confidential' and posted to:

Human Resources
John Septimus Roe Anglican Community School
PO Box 41
Mirrabooka WA 6941