



Relief Administration Staff Application Form

To apply for casual relief Administration work at John Septimus Roe Anglican Community School please complete and return this form together with the required documentation to humanresources@jsracs.wa.edu.au

Name: _____

Address: _____

Contact Details - Home Phone _____ Mobile Phone _____

- Email Address _____

DO YOU HAVE PREVIOUS SCHOOL ADMINISTRATION EXPERIENCE Yes / No

Please provide two contactable Referee's

Referee 1: Name: _____ Phone: _____

Position: _____

Referee 2: Name: _____ Phone: _____

Position: _____

DOCUMENTATION REQUIRED: Resume
Working with Children Check
Nationally Coordinated Criminal History Check (current to within 6 months)
Birth Certificate

AVAILABILITY:

Days you are available to work: **Mon** **Tue** **Wed** **Thu** **Fri**

Date Available From: _____

Other Information: _____

Signature: _____

Date: _____