



# EMPLOYMENT APPLICATION FORM

This form must be completed by all persons wishing to apply for employment with Monivae College.

## EMPLOYMENT COLLECTION NOTICE

In applying for a position with Monivae College you agree that:

1. you will provide Monivae College with personal information to assess your application and suitability. This information may be kept on file;
2. if the personal information that is requested on the application form is not provided, the application cannot be considered.
3. you agree that Monivae College may store this information until the end of the current year, if you are unsuccessful with your application;
4. information concerning you may be collected from other parties. These will most commonly be those referees you have nominated, but the selection panel does reserve the right to contact other parties who may be able to assist in their deliberations;
5. if you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information. The third party can access their information;
6. you may seek access to your personal information. 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;
7. we may disclose your personal information to the following types of organisations: other schools, State and Federal Government Departments, the Victorian Catholic Education Authority, the Diocese of Ballarat and parishes, schools within other diocese, our insurers and medical practitioners. Monivae College employees will not disclose information about you to any other third party without your consent;

Monivae College can be contacted at 133 Ballarat Road, Hamilton, VIC, 3300 or by emailing [employment@monivae.com.au](mailto:employment@monivae.com.au) and via telephone on (03) 5551 1200.

## COMMITMENT TO SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE

Monivae College is committed to child safety and is legally required to obtain the following information about a person applying to undertake a role connected to children and young people:

- a) Working with Children Check status, or similar check
- b) Proof of personal identity and any professional or other qualifications
- c) Any criminal or investigation history that could impact on child related work
- d) References that address the person's suitability for the job and working with children.

**POSITION**

Which role are you applying for: \_\_\_\_\_

How did you hear about this opportunity? (newspaper, website etc): \_\_\_\_\_

**PERSONAL DETAILS**

Given Name/s: \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

VIT Registration Number (if applicable): \_\_\_\_\_

**EDUCATION****TERTIARY LEVEL QUALIFICATIONS**

Qualification Gained	Institution Attended	Years Attended	Date Awarded

**CURRENT TERTIARY STUDY BEING UNDERTAKEN (Attach evidence of enrolment)**

Qualification Gained	Institution Attended	Years Attended	Date Awarded

**ANY RELEVANT RECENT TRAINING / COURSE / QUALIFICATION**

Qualification Gained	Institution Attended	Years Attended	Date Awarded

**NOMINATED REFEREES**

<b>CURRENT EMPLOYER</b>			
<b>Name</b>		<b>Position</b>	
<b>Organisation</b>		<b>Email</b>	
<b>Phone</b>		<b>Mobile</b>	
<b>PROFESSIONAL REFEREE 1</b>			
<b>Name</b>		<b>Position</b>	
<b>Organisation</b>		<b>Email</b>	
<b>Phone</b>		<b>Mobile</b>	
<b>PROFESSIONAL REFEREE 2</b>			
<b>Name</b>		<b>Position</b>	
<b>Organisation</b>		<b>Email</b>	
<b>Phone</b>		<b>Mobile</b>	

**PRE-EMPLOYMENT DISCLOSURE QUESTIONS****CHILD RELATED WORK**

<b>Have you ever been the subject of an allegation or investigation via the Commission for Children and Young People (CCYP), under the Reportable Conduct Scheme?</b>	<input type="checkbox"/> Yes
If <b>Yes</b> , please give a brief description:	<input type="checkbox"/> No
<b>Have you ever been accused of physically, sexually or emotionally harming a child or a young person?</b>	<input type="checkbox"/> Yes
If <b>Yes</b> , please give a brief description:	<input type="checkbox"/> No
<b>Have you ever been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person?</b>	<input type="checkbox"/> Yes
If <b>Yes</b> , please give a brief description:	<input type="checkbox"/> No

**EMPLOYMENT**

<b>During the last 5 years have you been the subject of formal performance management and/or disciplinary proceedings, or any action that might lead to such proceedings?</b>	<input type="checkbox"/> Yes
---	------------------------------

If <b>Yes</b> , please give a brief description:	<input type="checkbox"/> No
<b>Have you ever been suspended, dismissed or asked to resign from your position?</b>	<input type="checkbox"/> Yes
If <b>Yes</b> , please give a brief description:	<input type="checkbox"/> No

#### UNLAWFUL ACTIVITY

<b>Have you been convicted of any criminal offence, including where no sentence was imposed?</b>	<input type="checkbox"/> Yes
If <b>Yes</b> , please give a brief description:	<input type="checkbox"/> No
<b>Have you been charged with and criminal offence, including where the charge has been withdrawn or you were acquitted of the offence?</b>	<input type="checkbox"/> Yes
If <b>Yes</b> , please give a brief description:	<input type="checkbox"/> No

#### HEALTH

<b>Is there any reason why you would not be able to undertake the full inherent requirements of the position?</b>	<input type="checkbox"/> Yes
If <b>Yes</b> , please give a brief description:	<input type="checkbox"/> No
<b>Pursuant to s41 of the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act) it is requested that you disclose any pre-existing injuries and diseases suffered by you, of which you are aware, and could reasonably be expected to foresee could be affected by the nature of the role.</b>	
Please provide details:	
<b>Additional Information for Disclosing Pre-existing Injuries/Diseases</b>	
Section 41 (2) of the <i>Workplace Injury Rehabilitation and Compensation Act 2013</i> (WIRC Act) will apply to a failure to make such a disclosure or the making of a false or misleading disclosure. Section 41 (2) states:	
If this subsection applies, any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the employer does not entitle the worker to compensation under this Act.	
Any information provided on this form will be used for the purposes of Section 41 of the <i>Workplace Injury Rehabilitation and Compensation Act 2013</i> (WIRC Act) only.	

## APPLICANT DECLARATION

I declare

- There is no reason I am not suitable to work in child-related employment.
- The information provided in the application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of my application and/or termination of 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. Inquiries made will be 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 that wilful suppression, inaccuracy or non-disclosure of relevant health information may result in non-acceptance of this application and/or termination of employment. If further health information is required I may be asked to authorise the obtaining relevant medical information.
- If I have made a false or misleading disclosure, I may not be entitled to any compensation under the Workplace Injury Rehabilitation and Compensation Act, if the pre-existing injury or disease is aggravated or otherwise adversely affected by, or in connection with, the role.
- I understand that all applicants are required to undergo background screening including a National Police Record Check and Working with Children Check. I consent to such screening and checks in connection with my application for employment.
- **I understand and accept that my appointment to this position requires a commitment to Catholic and MSC Education and**
- **I have read and understand the Statement of Principles regarding Catholic Education and the Principles of MSC Education.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **MONIVAE COLLEGE GOVERNANCE**

The appointment of staff is conducted according to Monivae College Recruitment Policy and Procedures.

The Principal is the delegated authority to appoint all Monivae College staff. The facilitation of the selection process has been delegated to the Director – Compliance, Risk and Culture in liaison with the relevant Manager or Faculty Leader.

Appointments are made by the Principal following a process of advertising, shortlisting, interviewing and recommendation by an appropriately constituted interview panel.

Monivae College employees participating in recruitment and appointment processes, will always observe those procedures and your confidentiality.

## **COMMUNICATION**

Your application will be acknowledged within 2 days of being received.

You will be informed of the progress of your application within 7 days of the application closing date.

Enquiries can be directed to:

Director – Compliance, Risk and Culture

03 5551 1200

[employment@monivae.vic.edu.au](mailto:employment@monivae.vic.edu.au)

## **SELECTION PANEL**

Proceedings of the selection panel are confidential, and no information gained from applicants shall be divulged to any person outside the recruitment process.

## **INTERVIEWS**

If you are selected for an interview, you will be contacted to arrange a suitable time, date and location. You will be given at least three (3) full working days' notice and will be advised of any additional requirements.

## **REFEREES**

You are required to provide the details of three professional referees with your application. Please ensure you inform your referees that they may be contacted to provide a reference on your behalf.

The selection panel has an obligation to obtain as much credible information as possible about each of the candidates to enable it to make an informed recommendation. If further references are required, a member of the interview panel will contact you to discuss this.

Completed reference checks will be held with an application until the end of the current year, at which time they will be destroyed or kept on file.

### **WORKING WITH CHILDREN CHECK**

It is preferable that applicants have a valid Working with Children Check (WWCC) at the time of applying for a role or being invited for an interview. Applicants without a valid WWCC will be ineligible to receive an offer of employment.

NB: Not applicable for Teachers with a current VIT registration.

### **NATIONAL POLICE RECORD CHECK**

If you are the successful applicant, you will be required to undertake a National Police Record check to determine your suitability for employment.

Please note, persons who have a conviction for a relevant criminal offence (sexual, drug related and violence offences) are prohibited from working with children.

Relevant Criminal History, Apprehended Violence Orders and Prior Employment Checks, including relevant Disciplinary Proceedings, will be conducted on recommended applicants. The purpose of this check is to exclude or deter people who are clearly unsuited to working with children.