

MacKillop College Employment Application Form



MacKillop College is committed to child safety and is legally required to obtain the following information about any person whom it proposes to engage to perform child-connected work:

1. Working with Children Check status
2. Proof of identity
3. Evidence of qualifications
4. Relevant history of work involving children
5. References that address the person's suitability for the role and working with children.

Position(s) Applying for:

Position 1 Title:	
Position 2 Title:	

Applicant Details

Title:	Given Name/s:	Surname:
Home Address:		
Suburb:	State:	Postcode:
Email:		
Home Phone:	Mobile Phone:	
Current Victorian Police Check	<input type="checkbox"/> Yes (copy attached) <input type="checkbox"/> No	Please note: Current Police Checks must be <3 months old

Workplace diversity

Responding to these questions is optional. The responses are gathered to assist MacKillop College in understanding staff diversity and used to create a welcoming and inclusive workplace.

Diversity Question	Response	Further detail
Do you identify as a person with a disability	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say	
Do you identify as a First Nations Person	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say	
Do you identify as a member of a religion	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say	
Do you identify as a member of a specific cultural background	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say	

Education

Name of Institution:	Qualification	Year Completed

Teaching Roles

If applying for a Teaching position please complete page 2, if not please proceed to page 3.

Teaching roles only

VIT Registration Type:		VIT Number:	
Current Classification (e.g. Teacher T2-6)			
Accreditation to teach in a Catholic school:	<input type="checkbox"/> Yes (copy attached) <input type="checkbox"/> No	Accreditation Number	
Accreditation to teach Religious Education:	<input type="checkbox"/> Yes (copy attached) <input type="checkbox"/> No	Accreditation Number	
Anaphylaxis management certificate	<input type="checkbox"/> Yes (copy attached) <input type="checkbox"/> No	Completion date:	
First Aid certificate	<input type="checkbox"/> Yes (copy attached) <input type="checkbox"/> No	Completion date:	
CPR administration certificate	<input type="checkbox"/> Yes (copy attached) <input type="checkbox"/> No	Completion date:	
Asthma management certificate	<input type="checkbox"/> Yes (copy attached) <input type="checkbox"/> No	Completion date:	
Disability Inclusion	<input type="checkbox"/> Yes (copy attached) <input type="checkbox"/> No	Completion date:	

Catholic Accreditation Hours

Accreditation Area	Number of Hours Accrued
The aims and objectives of the Catholic school	
Catholic curriculum, Religious Education and Faith development	
Catholic identity, culture, tradition, and theology (including prayer, liturgy, scripture and Catholic social teaching)	
Total Hours	

Qualified to Teach

Methods / Programs	Year Levels

Leadership Experience

School/College:	Leadership Position Held	From (Date):	To (Date):

Note: If more space is required, attach a separate sheet

Employment History

Current Employer

Name:	
Location	
Date Commenced:	

Position / Duties / Subjects taught	Year Levels

Previous Employment

Employer Name	Position / Duties	From	To

Note: You must list previous employers. If more space is required, please attach a separate sheet

Referees

Please list names and addresses of persons who have consented to act as referees and who are competent to comment on your educational ability, your current professional position, and your suitability for this role.

Current Principal or Immediate line Manager

Name:	
Position:	
School/Company:	
Address:	
Phone:	

Professional Reference – One

Name:	
Position:	
School/Company:	
Address:	
Mobile:	

Professional Reference – Two

Name:	
Position:	
School/Company:	
Address:	
Mobile:	

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.

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 Yes *If Yes, please provide relevant details:*

2) Have you ever been the subject of an allegation of inappropriate or unprofessional conduct that has been substantiated by an employer or other body?

- No Yes *If Yes, please provide relevant details:*

3) Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?

- No Yes *If Yes, please provide relevant 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 Yes

If No, this will need to be discussed further if you are offered an interview.

Health

These questions are intended to establish whether any reasonable adjustments may be required to support your work at the College.

5) Do you have any previous or current medical conditions or restrictions that may impact on your ability to undertake the full inherent requirements of the position?

No Yes *If Yes, please provide relevant details:*

Please note: Disclosure of a medical condition or restriction does not exclude an applicant from employment.

Additional Information for Disclosing Pre-existing Injuries/Diseases

Section 41 (2) of the Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act) will apply to any 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 Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act) only.

Applicant Declaration

I declare that the information provided on this form is true, correct, and complete to the best of my knowledge, and no information concerning my employment history, ability to perform the inherent requirements of the role or suitability to work with children has been withheld.

I understand that any wilfully incorrect or misleading information or omission may make me ineligible for employment or, if employed, liable to disciplinary action, which may include dismissal.

I understand that all staff are required to undergo pre-employment checks including a National Police Record Check and, where relevant, a Working with Children Check and a reference check. By submitting this form, you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

I consent to MacKillop College making inquiries of any current and/or previous employers, referees, and other relevant authorities in connection to the information I have provided in this form to verify the accuracy of the information and to confirm my ability to carry out the inherent requirements of the position, including my suitability to perform child-connected work.

Applicant Signature: _____ **Date:** _____

Please submit your application form to employment@mackillop.vic.edu.au along with:

- Curriculum Vitae (Resume).
- An introductory letter outlining your suitability for the position.
- Evidence of your qualifications.
- Current VIT registration (Teachers only).

Further Information

If you have any questions, please contact the Director People & Culture on 0439 560 092.

Employment Collection Notice

MacKillop College is located at 1 Russell Street Werribee.

Our contact details are (03) 8734 5200 or employment@mackillop.vic.edu.au

MacKillop College will collect personal information to assess your application and suitability.

1. If the information requested on the application form is not provided, the application cannot be considered.
2. You agree that MacKillop College may store your information in case another position becomes available.
3. 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.
4. 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.
5. We may disclose your personal information to Third Parties such as other schools, State and Federal Government Departments, the Victorian Catholic Education Authority (VCEA), Melbourne Arch Diocese Catholic Schools (MACS), our insurers, system vendors, and medical practitioners, but will not disclose information about you to any other third party without your consent.
6. The College's Privacy Policy is accessible via the school website or by request from the Administration 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, or correct personal information collected about you. However, there may be occasions when access is refused i.e. where access would have an unreasonable impact on the privacy of others.
7. The College may store personal information in the 'cloud', which may mean that it resides on servers of third-party cloud service providers situated outside Australia.
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 a 'cloud' service provider on behalf of VCEA or MACS, to facilitate human resources (HR) and staff administrative support, this information will be stored on servers within Australia.
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, as well as informing them that they can request access to, and correction of, that information if they wish. Please also refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects.
11. If you are employed by MacKillop 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 5 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.