OXLEY CHRISTIAN COLLEGE
NON-TEACHING EMPLOYMENT APPLICATION

POSITION SOUGHT:

PERSONAL DETAILS

TITLE: _____ GENDER: _____ H/TELEPHONE: _____

GIVEN NAMES: _____ B/TELEPHONE: _____

SURNAME: _____ MOBILE: _____

ADDRESS: _____ BIRTH DATE: _____

SUBURB: _____ POST CODE: _____

EMAIL: _____

EDUCATION DETAILS

(Record only highest level attained. Supply copies of any certificates and registrations held)

QUALIFICATION/EDUCATION TYPE	INSTITUTION	YEAR

EMPLOYMENT HISTORY

(Last 5 years only beginning with current position)

EMPLOYER	POSITION HELD	TIME IN POSITION (mm/yyyy)	FULL / PART TIME
		to	
		to	
		to	
		to	
		to	

BRIEF LIST OF EXPERIENCE AND SKILLS RELEVANT TO THE POSITION APPLIED FOR:
(If insufficient space or if asked to address individual selection criteria, please attain such additional papers)
Include any details of working with children

APPLICATION FOR EMPLOYMENT

Employment Collection Notice

1. In applying for this position you will be providing Oxley Christian College ("the School") with personal information. We can be contacted by mail at 15-49 Old Melbourne Road, Chirnside Park Vic 3116, or by e-mail at office@oxley.vic.edu.au, or by telephone on (03) 9727 9900.

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 School's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles 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. We will not disclose this information to a third party without your consent.

5. You may be required to provide the School with a criminal record check and a Working With Children Check. The School may also be required to collect personal information about you in accordance with Child Protection and other relevant laws.

6. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

OTHER INFORMATION TO BE PROVIDED WITH THIS APPLICATION

Have you submitted a Workers Compensation Claim or any Disability Claim? YES ○ NO ○

If yes, please specify:

EMPLOYEES MADE AWARE OF SECTION 82

Accident Compensation Act 1985 (Vic)

Where it is proved that the worker has, at the time of seeking or entering employment in respect of which he/she claims compensation for a disability, wilfully and falsely represented himself/herself as not having previously suffered from the disability, the School may in its discretion refuse to award compensation which otherwise would be payable.

Would you agree to a pre-employment medical inspection by a GP if requested? YES ○ NO ○

With which church are you affiliated? _____

Provide details of your involvement.

REFEREES: Please provide details for 3 professional referees (include a pastor/church contact). If possible, at least one referee should be your current or last direct supervisor/line manager.

NAME	TITLE	TELEPHONE NO.
		BH: _____ Mobile:
		BH: _____ Mobile:
Pastor / Church Contact		BH: _____ Mobile:

I give approval for Oxley Christian College to contact my professional referees prior to an interview being arranged? YES ○ NO ○

I give approval for Oxley Christian College to contact my Pastor referee prior to an interview being arranged? YES ○ NO ○

Please indicate where you heard of this position _____

If you have an existing Working With Children card, please provide details: Card Number _____

Expiry Date _____

If you have an existing National Police Certificate, please provide details: Ref Number _____

Issue Date _____

I acknowledge having read the Employment Collection Notice and acknowledge that the information I have provided is true and correct. I understand that the College's selection process will involve a rigorous background check.

APPLICANT'S SIGNATURE: _____ **DATE**: _____

Please return your application to:
Principal's PA, Oxley Christian College, PO Box 553, Lilydale Vic 3140 or Email:
employment@oxley.vic.edu.au