



# 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	

**BRIEF LIST OF EXPERIENCE AND SKILLS RELEVANT TO THE POSITION APPLIED FOR:**

(If insufficient space or if asked to address individual selection criteria, please attach 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, Chirside Park Vic 3116, or by e-mail at [office@oxley.vic.edu.au](mailto: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:

