



## Employment Application Form

**Position applying for:**

**Employment Collection Notice**

**Return to:**

The Principal

St Edward's College

Email: [principal@stedwards.nsw.edu.au](mailto:principal@stedwards.nsw.edu.au)

Casuals: [jenglish@stedwards.nsw.edu.au](mailto:jenglish@stedwards.nsw.edu.au)

In applying for this position, you will be providing St Edward's College (the College) with personal information. Please see pages 6 and 7 for the College's Privacy Statement and the collection of personal information.

### 1. Personal Information

Surname:

First names:

Title

Home address:

Postcode:

Contact Phone number:

Preferred email contact:

Present position:

Current school/office name:

Telephone:





**2. Tertiary Education Qualifications** – please list from most recent and include copies of qualifications and academic transcripts in your application

Date Conferred		
Institution		
Qualifications Major		Office Use:
area/s of Study		Verified
Date Conferred		
Institution		
Qualifications Major		Office Use:
area/s of Study		Verified
Date Conferred		
Institution		
Qualifications Major		Office Use:
area/s of Study		Verified
Date Conferred		
Institution		
Qualifications Major		Office Use:
area/s of Study		Verified



**3. Other Qualifications and recent Professional Development**

Date completed		
Institution		
Qualifications		Office Use:
Major area/s Study		Verified
Date completed		
Institution		
Qualifications		Office Use:
Major area/s Study		Verified
Date completed		
Institution		
Qualifications		Office Use:
Major area/s Study		Verified

**4. Essential Requirements - as per advertisement**

The Essential Requirements should be addressed in no more than four pages and included in the emailed application as a separate attachment. (NB: not applicable to applicants applying for casual employment.)

Office Use:

Attached

Yes

No



**5. Membership of Professional Organisations**

Name of Teacher Registration Organisation:

Teacher Registration Number:

PT achieved date:

Office Use: Rec

***Please provide a copy of your Certificate of Proficiency***

Working with Children Clearance

number:

Date of Birth

**6. Referees**

*Names and contact details for two persons who have consented to act as referees and who have been approached to provide written references. One must be your current Principal/Employer. (NB: The College reserves the right to contact persons not nominated by the applicant).*

**6.1. Principal/Current Employer**

Name

Company

Phone

Email

Office Use:

Checked

**6.2. Professional Colleague**

Name

Company

Phone

Email

Office Use:

Checked

By ticking the box below, you declare that all the information you have provided is true and accurate in every detail.

Yes, all the information I have provided is true and accurate.

Date:

(For privacy statement, see pages below)





## General Edmund Rice Education Australia Information Collection Notice – Job Applicants

*“St Edward’s College is part of Edmund Rice Education Australia (EREA), which is an organization consisting of schools, entities and offices offering a Catholic education in the tradition of Blessed Edmund Rice.”*

1. St Edward’s College collects personal information, including sensitive information about job applicants. This includes information provided in your job application, in the course of conversation or as collected from third parties on your behalf, such as employment referees. The primary purpose of collecting this information is to enable the College to consider your application for employment with the College.
2. Some of the information the College collects is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care to enrolled students.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. In order to consider your application for employment and to facilitate and manage your employment relationship with the College, you consent to our collecting personal information about you from recruitment agencies, law enforcement agencies for criminal checks and working with children checks, educational institutions to verify your qualifications, and other individuals or businesses we contact for the purpose of reference-checking as agreed with you.
5. The personal information that is collected about you will be stored securely in a recruitment record. If you are successful and become an employee then an employee record will be created and the personal information we have collected will be stored in this file. Employee records are exempt from the Australian Privacy Principles (APPs) under the Privacy Act 1988.
6. If you are not offered a position or if you decline an offer of a position at the College the information stored in your recruitment record will be stored for 12 months, unless you advise us to destroy the records at an earlier time. At this time, the College will take reasonable steps to destroy or de-identify the information as appropriate.
7. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
  - government departments;
  - people providing administrative and financial services to the College;
  - anyone you authorise the College to disclose information to; and
  - anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.
8. Failure to provide the information to the College will affect the College’s ability to evaluate your application and may result in the recruitment process not proceeding.
9. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
11. EREA’s Privacy Policy contains further information about its use of cloud and other third-party service providers.
12. EREA’s Privacy Policy is accessible via the College website or from the College office. The Policy sets out how job applicants and employees may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or may result in a breach of the College’s duty of care obligations. Any refusal will be notified in writing with reasons if appropriate.



13. EREA's Privacy Policy also sets out how job applicants and employees can make a complaint about a breach of the APPs and how the complaint will be handled.

15. If you provide the College with the personal information of others, such as other employment referees, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish and to also refer them to EREA's Privacy Policy for further detail about such requests and how the College otherwise handles personal information it collects and complaints it receives.

