



## New Employee Details 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 employer name:

Telephone:

Religion:

Nationality:

Aboriginal/Torres Strait Islander

Car rego:

Allergies:

Emergency contact name:

Relationship

Emergency contact telephone:

Alternate number:





**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

area/s of Study

Office Use:

Verified

Date Conferred

Institution

Qualifications Major

area/s of Study

Office Use:

Verified

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

Date completed

Institution

Qualifications

Major area/s Study

Office Use:

Verified

Date completed

Institution

Qualifications

Major area/s Study

Office Use:

Verified



#### 4. COVID-19 Vaccination Requirement

St Edward's College will collect Vaccination Information of staff, contractors and other workers, students on practicum and volunteers (collectively Workers) in accordance with this Privacy Collection Notice (the Notice). St Edward's is authorised by law to collect and use COVID-19 Vaccination Information, in accordance with Public Health Orders (Public Health COVID-19 Vaccination of Education and Care Workers Order 2021) made by the NSW Government under the Public Health Act 2010 (NSW).

St Edward's will collect, use and disclose COVID-19 Vaccination Information to ensure St Edward's and its Workers comply with PHOs in place and as amended from time-to-time St Edward's does not need your consent to collect, use and disclose this information for these purposes.

Your consent is required for the collection of your Vaccination Information and its use and disclosure as per the College Collection Notice Privacy Policy which has been provided to you with this form.

#### 5. 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:

Verified

#### 6. Statements of Service (For Teachers only)

Please list below and provide statements of service for all previous positions starting with your most recent employment. This will assist in allocating the correct payroll classification. Copies of statements will be required.

Office Use:

Attached

Yes

No

Date From	To	School/College	Positions Held (include subjects taught)	Copy of SoS provided
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## 7. Membership of Professional Organisations

Name of Registration Organisation (ie NESA):

Registration Number:

PT achieved date:

Office Use: Rec

**Please log on to ETAMS and change your place of employment**

Working with Children Clearance

number:

Date of Birth

## 8. 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).*

### 8.1. Principal/Current Employer

Name  
Company

Office Use:

Phone

Checked

Email

### 8.2. Professional Colleague

Name  
Company

Office Use:

Phone

Checked

Email



### 9. Employment Details Checklist

Yes

No

Have you completed a Payroll Authority Banking Details form?

Have you completed a Superannuation Choice of Fund Form?

Have you completed a Tax Declaration Form for this employment?

Have you supplied all relevant qualifications?

Have you supplied all relevant Statements of Service?

Have you supplied your current Working with Children Clearance?

Have you supplied your COVID-19 vaccination certificate to the  
Principal via email?

Have you supplied your NESA number?

### 9. Declaration

9.1 Have you ever been convicted of any criminal offence?

Yes

No

If yes, please explain.

9.2 During the last 5 years have you ever been the subject of formal  
disciplinary action and/or a formal process relating to your performance as  
a teacher by a school employer? If yes, provide details.

9.3 Do you have any illness/injury which may impact on your ability to  
perform the duties of the position? If yes, provide details.

9.4 Have you ever made a Worker's Compensation claim? If yes, provide  
details.

9.5 Prior to the offer of any appointment, an applicant may be required to  
undergo a medical examination by a practitioner nominated by the College.  
In accordance with the declaration in the Application Form if an applicant  
does not meet the requirements on medical grounds the appointment may  
not proceed. I am willing to undergo an examination by a medical officer  
nominated by the College Principal.

**I certify that the information on this application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.**

**Applicant Signature:**

**Date:**



## 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.

