



PREPARATION FOR EMPLOYMENT

Please see the attached Collection Notice of Private Information regarding the use of this form.

This employment form provides St Rita's College with the necessary information to support our preparation for your employment at St Rita's. If you are unclear of any aspect of this form you should seek clarification from the College.

PLEASE PRINT IN BLOCK LETTERS

Position:	SUPPLY TEACHER	Date of Application:	
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PERSONAL INFORMATION				* Denotes required					
*Family Name:		*Given Names:							
*Preferred Salutation:	Please tick	Dr	Mr	Mrs	Ms	Miss	Sr	Fr	Other:
*Street No and Name:									
*Suburb:		*State:		*Postcode:					
*Email:									
Telephone Numbers:	*Home:		Is this a silent number?			YES	NO		
	*Mobile:								
Date of Birth		Religion							

GENERAL INFORMATION		* Denotes required	
* Are you legally entitled to work in Australia: please tick		YES	NO
*What is your residency status? e.g. Permanent resident, working visa			
*Do you identify as Indigenous or Torres Strait Islander: please tick		YES	NO



TEACHING EXPERIENCE			
Years of teaching experience:		Qld Teacher's Registration No. and Expiry Date:	
Teaching qualifications:	3 year trained	4 or more year trained	Other
Preferred year levels:	Middle (7-9)	Senior (10-12)	
Preferred subjects:			

TERTIARY EDUCATION			
Degree/s Diploma/s obtained	Major field of study	Institute/University	Year Attained

AVAILABILITY			
From Date	To Date	Days of Week	Hours Available: to and from

PRESENT STUDIES			
Course title:		Major:	
Started:		Institution:	
Expected completion:		Mode of study: FT=full time PT=part time EX=external:	



Please detail other skills you possess which may or may not be relevant to your employment (e.g. languages, special skills)

MEDICAL AND HEALTH INFORMATION *

Are you aware of any medical or health condition or other factor relating to your health and physical or mental fitness which may prevent or hinder you from performing the duties of the position for which you apply or which, may, in performing your work, present a health and safety concern for yourself and others? (If your application is successful this information will be recorded and shared by the Principal, as appropriate to the position, in accordance with the School's Privacy Policy).

NO

YES

If Yes, please attach a detailed statement

CONDITIONS OF EMPLOYMENT (Please read carefully before signing)

1. Should I be offered a position at St Rita's College, I will agree to abide by and conform to all policies and other regulations and instructions in force during my employment. I will be given access to copy of the St Rita's College Staff Code of Conduct for my own use. If there is any rule or instruction I do not fully understand I undertake to enquire of the full meaning or interpretation.
2. I understand that I have a duty to disclose sufficient information to enable an employer to make a properly informed decision about my employment. By signing below, I certify that the information contained in this application is a true and correct statement of my particulars, qualification, training, experience, competencies and health, and give St Rita's College the right to investigate all reference given herein as necessary. I understand that statements found to be false within my knowledge may make me liable for disciplinary action.

Signature: _____

Date: _____



Employment Collection Notice of Private Information

This notice forms part of the St Rita's College Privacy Policy regarding the collection of personal and sensitive information.

All applications for positions with St Rita's College Ltd (the College) will be treated in the following manner:

1. If you provide us with personal information, for example your name and address or information provided on your resume or curriculum vitae, we will collect this information in order to assess your application for employment.
2. We may store this information for a period of six (6) months after the date of application.
3. You may seek access to personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include circumstances 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; however, we usually disclose this information to the following types of organisations:
 - a. Australian Taxation Office;
 - b. The Superannuation Fund to which you have elected to direct your contributions under the Workplace Agreement;
 - c. Queensland Studies Authority;
 - d. Public Safety Business Agency Working with Children Check and Office of the Public Guardian;
 - e. Queensland College of Teachers.
5. As part of our legal and compliance obligations, the College may conduct a criminal record check as part of the selection process to determine if you are or have been the subject of an AVO (Apprehended Violence Order) or other criminal offences. We may also collect personal information about you in accordance with Child Protection laws.
6. The College 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 personal information of others, we encourage you to inform them that:
 - a. you are disclosing that information to the College and why;
 - b. they can access that information if they wish; and
 - c. the College does not usually disclose the information to third parties.
8. The College's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles.

I agree with the above conditions and certify that the information in my application is true, to the best of my knowledge.

Applicant's Signature: _____

Date: _____

Full Name: _____