aitken
C O L L E G E
In Mind and Spirit

APPLICATION FORM
Non-Teaching Positions

Position applied for: _____

1.   Personal Particulars

Title:	Surname:	Given Names:
Address:		
	State:	Postcode:
Previous Surname (if applicable):		Date of Birth:
Phone Nos. Home:	Work:	Mobile:
Email: Home:	Work:	
Fax: Home:	Work:	
Next of Kin:	Relationship:	
Address:		

2.   Professional Record (documentation is essential)

- Please list tertiary qualifications.
- You are asked to supply with this application form, certified photocopies of any relevant documentation.

Qualifications	Name of Institution	Major Study Disciplines	Date Completed

(Attach an additional sheet if insufficient space.)

3. Administrative Experience (if applicable)

From	To	Position Held	Description of Experience

(Attach an additional sheet if insufficient space.)

4. Other Experiences You Consider Relevant

From	To	Position/Role	Description of Experience

(Attach an additional sheet if insufficient space.)

5. Relevant Professional Development Attended in the Past 4 Years.

Year	Course/Unit	Description

(Attach an additional sheet if insufficient space.)

6. Professional Associations

Please list your participation in Associations and outside bodies for academic or non-academic purposes.

Association	Position Held

(Attach an additional sheet if insufficient space.)

7.   Current Employment Details

Present Employer	
Present Position	
Date of Appointment	
Brief Description of Responsibilities	

8.   Referees

Professional
Name: _____
Phone (h)   _____
         (w)   _____
	Address:
	         _____
	         _____
	Position _____

Professional
Name: _____
Phone (h)   _____
         (w)   _____
	Address:
	         _____
	         _____
	Position _____

Personal
Name: _____
Phone (h)   _____
         (w)   _____
	Address:
	         _____
	         _____
	Position _____

13.   Additional Information

Please attach the following items to the application form:
- **A statement of your reasons for applying for the position**
- **A photocopy of your Working With Children card.**
- **Any other information relevant to the application**

I declare that I do not have a criminal record and I have no outstanding allegations against me in relation to student welfare or safety. I certify that the information in this application is true, to the best of my knowledge.   I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment.

Applicant's Signature: ……………………………………………   **Date:** …………………………………