



OSHC and Long Day Care

APPLICATION FOR EMPLOYMENT – CELC TEACHERS EXCLUDED

Please use blue or black ink and write clearly for photocopying purposes. Please complete all sections of this application.

Personal Particulars	
Title: Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>
Ms <input type="checkbox"/>	Miss <input type="checkbox"/>
Other(Specify) _____	
Surname: _____	Given Names: _____
Date of Birth: _____	Religion: _____
Residential Address: _____	
Postal Address: _____	
Phone: _____	Mobile/Alt: _____
Email: _____	
Emergency Contact: _____	Phone: _____ Relationship: _____
Have you worked for Diocese of Cairns Previously? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes please state location: _____ ID Number: _____	

Statistical Data (This information is kept strictly Confidential and is only used for Statistical Analysis)	
Are you:	Aboriginal or Torres Strait Islander Yes <input type="checkbox"/> No <input type="checkbox"/>
	Person with a disability Yes <input type="checkbox"/> No <input type="checkbox"/>
	Please indicate type of disability _____
Do not wish to answer <input type="checkbox"/>	

Accreditation and Blue Card Status (Documentation is essential)	
Have you ever been convicted in a court of law other than for a traffic offence? <small>(If yes, please attach details in an envelope marked 'confidential')</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you completed Student Protection Training?	Yes <input type="checkbox"/> (please attached certificate) No <input type="checkbox"/>
Do you have a Suitability Card (Blue Card)?	Yes <input type="checkbox"/> (please attached certificate) No <input type="checkbox"/>
<small>All Successful applicants are requires under the 'Commission for young Children and People act 2000' to complete an application form consenting to a criminal history check with the Queensland Police. Please note that it is an offence to apply for a Blue Card if you are a 'disqualified person'.</small>	

Referees	
Employer	
Name: _____	Address: _____
Phone (H): _____	_____
Phone (W): _____	Position: _____
Church representative/Religious or Clergy	
Name: _____	Address: _____
Phone (H): _____	_____

Phone (W): _____ Position: _____

Other Professional

Name: _____ Address: _____

Phone (H): _____

Phone (W): _____ Position: _____

Employment Collection Notice

In applying for this position and submitting your application for employment you will be providing Catholic Early Learning and Care with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application.

If you believe that any of your personal information held by us is incomplete or inaccurate you have the right, in accordance with the provision of the Privacy legislation, to notify us and make any updates or corrections.

Where you have provided us with the name and address of a person in connection with your application (eg. Referee), you should inform the person that you have done so and the reason for it. You should also inform them that the information is to be used solely in connection with your application for employment.

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position. Access to feedback on the selection process is available.

I agree with the above conditions and 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 Signature: _____ **Date:** _____

Documentary Evidence to support this Application

Certified Copies of all documents are to be forwarded along with your application

Current Resume/Curriculum Vitae	<input type="checkbox"/>
Qualifications (if applicable)	<input type="checkbox"/>
Statement of Service (from previous employers)	<input type="checkbox"/>
Statement of Service must be: <ul style="list-style-type: none">• On Letterhead• State dates of service• State whether service was full-time, part0time, permanent, contract, casual (for any service other than full-time, total hours worked must be stated)• State any periods of leave without pay or that there was no leave without pay• Must be provided within 6 months of commencement of appointment to qualify for back-payment	
Suitability Card	<input type="checkbox"/>
Birth Certificate of photo identification (eg drivers licence/passport)	<input type="checkbox"/>
Proof of name change (if applicable) – Marriage Certificate or Decree Nisi	<input type="checkbox"/>
For non-residents – Passport and current Visa must be supplied	<input type="checkbox"/>