



Application for Employment at Sacré Cœur

Application for Employment –

Sacré Cœur is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

- Working with Children Check status, or similar check
- proof of personal identity and any professional or other qualifications
- the person's history of work involving children
- references that address the person's suitability for the job and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

I wish to apply for employment to the position advertised in the

_____ on _____
 (Newspaper, Website, etc) (Date)

PERSONAL	TITLE	GIVEN NAME(S)	SURNAME
	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> DR <input type="checkbox"/> OTHER		
	ADDRESS	PHONE NUMBERS	VIT REGISTRATION NUMBER
		Home	
		Mobile	VIT REGISTRATION TYPE
		Work	
	ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL	ACCREDITATION TO TEACH RELIGIOUS EDUCATION	
YES <input type="checkbox"/> NO <input type="checkbox"/> COPY ATTACHED <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	COPY ATTACHED <input type="checkbox"/>	

EDUCATION	QUALIFICATIONS ATTAINED	YEAR COMPLETED	NAME OF INSTITUTION
GRADES/YEAR LEVELS/SUBJECTS/PROGRAMS QUALIFIED TO TEACH			

CURRENT EMPLOYMENT	CURRENT PLACE OF EMPLOYMENT	POSITION
	ADDRESS OF CURRENT PLACE OF EMPLOYMENT	PHONE NUMBER
		DATE BEGAN
	DUTIES (FOR EXAMPLE: SUBJECTS/GRADES TAUGHT IF CURRENTLY TEACHING)	

PREVIOUS EMPLOYMENT	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO

(Note: You must list all previous employers. If more space is required, attach a separate sheet)

VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO

(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)

REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

Pre-Employment Disclosure Questions

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	
4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If no, this will be discussed further if you are offered an interview.	

Applicant declaration

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct on the Sacré Cœur website.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education on the Sacré Cœur website.

Signature

Date

STANDARD COLLECTION NOTICE

1. Sacré Cœur collects personal information, including sensitive information about students, parents/guardians, job applicants, staff members, volunteers, visitors, contractors or third parties.
 - a. Students and parents/guardians before, during and after the course of a student's enrolment at the School
 - b. Job applicants, staff members, volunteers, visitors and contractors personal information
 - c. Other people who may come into contact with the School or in some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school

The primary purpose of collecting this information is to enable the School and the Catholic Education Commission of Victoria (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
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. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988 (Cwth)*. We may ask you to provide medical reports about your daughter/s from time to time.
5. The School may disclose personal and sensitive information for administrative, educational and support purposes. This may include:
 - School service providers, including the Catholic Education Commission of Victoria (CECV), Catholic Education Office specialist visiting teachers, counsellors and sports coaches, and other diocese
 - Third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network system (ICON)
 - Suppliers of other information technology services for the purposes of facilitating access
 - Another school for the purpose of transferring schools which enables the next school to continue to provide education, support, health and wellbeing and/or fulfil legal requirements
 - NAPLAN results when students transfer schools or when required to evaluate a schools education program
 - Government departments
 - Medical practitioners
 - Recipients of school publications, for example newsletters and magazines
 - Students' parents or guardians
 - Anyone you authorise the School to disclose information to
 - Anyone to whom we are legally are required to disclose the information by law
 - If/when necessary to mitigate health, safety or wellbeing risks
 - When required by the law such as duty of care, anti-discrimination laws, OHS laws, reporting obligations, court orders or Victorian Police warrants
 - Investigate, report or prevent activities or incidents, misconduct, criminal offence, legal claims or on behalf of a law enforcement agency
 - School statistics, research or reporting requirements
 - Responding to complaints received from students, parents/guardians, staff, contractors, volunteers or complaints received from the community
 - Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law

6. Where personal and sensitive information is retained by the CECV by a cloud service provider to facilitate HR and staff administrative support, this information will be stored on servers located within Australia. This includes the Integrated Catholic Online network (ICON) system.
7. Personal information stored away from the School's main campus will be transmitted only via secure channels and accessible only to authorised personnel.
8. Sacré Cœur's Privacy Policy and Data Protection sets out how all individuals or their authorised representative/s have a right to access, update and correct information that we hold about them specifically. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
9. The Sacré Cœur Privacy Policy and Data Protection also sets out how you may complain about a breach of The Australian Privacy Principles and who to contact.
10. The School from time to time engages in fundraising activities. Personal information held by the School may be disclosed to organisations that assist in the School's fundraising, for example, the Sacré Cœur Foundation, Parents' Association, Past Parents' Association or Alumnae Association. Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.
11. On occasions, information (including images or video) such as academic and sporting achievements, camps and excursions, other student activities and similar news is published in School newsletters and magazines and on our parent portal. The School obtains an annual update from parents regarding permissions to publication and photography and this annual update determines whether parents would like to include images, video or other identifying material in promotional material for the School or otherwise make it available to the public such as on the website.
12. We may include students' and parents' contact details in a class list and School directory. If you do not agree to this, you must advise us in writing.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.