|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| non-teaching position application form | | | | | | | | | | |
|  | | | | | | | | | | |
| **Please post or email to:** | |  | Collingwood Area School 36 Lewis St  Collingwood - 7073 | | | | | | | |
|  | |  |  | | | | | | | |
| **Position applied for:** | | Fixed Term Learning Assistant – Collingwood Area School | | | | | | | | |
|  | | | | | | | | | | |
| **Personal Details** | | | | | | | | | | |
| Surname | |  | | | | | | | | |
| Given names | |  | | | | | | | | |
| Preferred name | |  | | | | | | | | |
| Address | |  | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| Contact details | | home | |  | | | work |  | | |
|  | | mobile | |  | | | email |  | | |
|  | | | | | | | | | | |
| **Present Position** | |  | | | | | | | | |
| Business / Organisation | |  | | | | | | | | |
| Date appointed | |  | | | | | | | | |
| Position title | |  | | | | | | | | |
| Can we contact your current employer about this position? | | | | | yes | | | | no |  |
|  | | | | | | | | | | |
| **Educational Qualifications** | **Type of qualification** | | | | | **Date received** | | | **Received from** | |
|  | | | | |  | | |  | |
|  | | | | |  | | |  | |
|  | | | | |  | | |  | |

|  |  |  |
| --- | --- | --- |
| **Work History**  Please include details of your work history for the last 5 years. | | |
| business/organisation | position | dates |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | | |
| **Professional Development**  Please provide a summary of recent professional learning and development. | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| confirmation | | | | | |
|  | | | | | |
| 1 | I certify that the information given in this application is, to the best of my knowledge, true and correct. I understand that the claims made in my application may be checked.  I understand that if I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be dismissed. | | | yes | no |
|  |  | | | | |
| 2 | In accordance with the Privacy Act 2020, I authorise the board of trustees to obtain further information from the referees listed in this application, and I consent to the referees disclosing such information to the board | | | yes | no |
|  | | | | | |
| 3 | student safety  [Cross out the statement that doesn’t apply to you]   * I have never been the subject of a complaint about the safety of a student. * I have been the subject of a complaint about the safety of a student. *Please give dates and details:* | | | | |
|  | | | | | |
| 4 | offences against the law [Cross out the statements that don’t apply to you]   * I have never been convicted of an offence against the law (excluding minor traffic convictions). * I have no pending charges of an offence against the law. * I have been convicted of an offence against the law. *Please give dates and details:* * I have pending charges of an offence against the law. *Please give dates and details:* | | | | |
|  | | | | | |
| 5 | I know of no reason why I would not be suitable to work with children or young people. | | | true | false |
|  | |  |  | | |
| Applicant’s signature | |  | Date | | |
|  | |  |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| referees | | | | |
|  | | | | |
| Please provide the names and contact details of three referees below. Referee reports are confidential to the board.  Referees will only be contacted for candidates who are shortlisted. | | | | |
|  | | | | |
| **referee details** | | | | |
| Full name |  | | | |
| Position |  | | | |
| Relationship to the applicant |  | | | |
| Contact details | private |  | work |  |
| mobile |  | email |  |
|  | | | | |
| **referee details** | | | | |
| Full name |  | | | |
| Position |  | | | |
| Relationship to the applicant |  | | | |
| Contact details | private |  | work |  |
| mobile |  | email |  |
|  | | | | |
| **referee details** | | | | |
| Full name |  | | | |
| Position |  | | | |
| Relationship to the applicant |  | | | |
| Contact details | private |  | work |  |
| mobile |  | email |  |