



# EMPLOYMENT APPLICATION

Thank you for your interest in **teaching** at Arden Anglican School. We look forward to receiving your complete employment application.

Please collate your supporting documents, as requested on page 5, in PDF format and email to [hr@arden.nsw.edu.au](mailto:hr@arden.nsw.edu.au).

Incomplete applications will not be considered.

## 1. Position

- |                                    |                                    |                                 |
|------------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> Primary   | <input type="checkbox"/> Secondary |                                 |
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Temporary |                                 |
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Part-time | <input type="checkbox"/> Casual |



The information provided in this form and any supporting documentation (including identification) will be used by the School to manage risk/s associated with its legal obligations in ensuring the protection of children and young persons in its care as well as responding to any health or other emergency directives from NSW Government or regulatory agencies.

The School will rely on the information provided in this form to support its decision in determining individual suitability to child-related work. Information will be retained and destroyed in accordance with the School's Privacy Policy and any associated or applicable NSW legislation. Disclosure will be as required by law only.

By submitting this form you declare that the information provided under **Medical Condition/s**, is at the time of completion and submission, a true representation of any known/diagnosed condition/s which may impede or impact the carrying out of the full range of duties of a teacher (if applicable). You also acknowledge that any statement found to be false or deliberately misleading/inaccurate may result in non-acceptance of the application, termination of employment or external agency reporting, as appropriate.

## 2. Personal Details

Title <small>(Mr, Mrs, Ms, Miss, Dr)</small>		Given name/s	
Surname		Former name/s <small>if applicable</small>	
Date of Birth	<small>DD / MM / YYYY</small>	Gender	
Residential Address			
Suburb		State	Postcode
Address for Correspondence <small>if different to residential</small>			
Suburb		State	Postcode
Home phone		Mobile phone	
Email			
Country of Citizenship			
Australian Resident	<input type="checkbox"/>	Yes	<input type="checkbox"/> NO <a href="#">If NO, attach appropriate Visa</a>
Church Affiliation			
If no current Church affiliation, do you agree to model and uphold the School's Christian ethos?			
WWC No.	Expiry	Verified <small>Office Use only</small>	

### 3. Education

Tertiary Qualifications. Provide details of most recent attainment, including current incomplete courses. Evidence of qualifications must be attached.

Teaching qualification level

Teaching Subject Areas\*

 Infants Primary Secondary

First Year of Teaching

*\*If more than 3 Subject Areas, details will be identified by Arden via NESAs*

NESA Accreditation. NESAs Teacher Summary and Professional Development Progress Reports must be attached.

### 4. Medical Condition/s

Please indicate whether you are currently aware of any health condition which may impede your ability to undertake any function of the role or impact either yourself or those around you while performing your duties. If applicable, further details and/or request to attend an independent medical review may be requested from preferred candidates prior to employment.

 No Yes, details -

## 5. Employment

**Current Employer.** Consent to contact Line Manager/Principal will be sought from you prior to contact being made.

Name of current employer

Place of employment

Length of employment

Current position

Start date

Line Manager

Contact no.

Principal

Contact no.

Other position held Eg, Tutor

Start date

End date

Other position held Eg, Tutor

Start date

End date

Have you ever been the subject of a Workplace Complaint / Investigation?

Yes

No

Have you ever been the subject of Reportable Conduct?

Yes

No

**Most Recent Employment prior to Current Employer.** Please only provide information relevant to last 15 years.

Name of employer

Start date

End date

Position/s held

Name of employer

Start date

End date

Position/s held

## 6. Referees

Consent to contact Referees will be sought from you prior to contact being made.

Name

Relationship

Email

Contact No.

Name

Relationship

Email

Contact No.

## 7. Other

Provide any other information you feel is relevant to this application.  
For example, disclosure of existing relationship with current staff and/or student, professional association memberships, co-curricular activity involvement (eg, coach), noteworthy accomplishments etc.


## 8. Supporting Documents

Please email the following in PDF format to [hr@arden.nsw.edu.au](mailto:hr@arden.nsw.edu.au).

	Cover letter
	Curriculum Vitae (CV)
	Testamur / Official Transcripts of academic results evidencing eligibility of qualification
	NESA Professional Development (PD) Progress Report
	Evidence of Child Protection and First Aid (competency codes HLTAID009-011 or 012) currency
	this completed Employment Application form

## Enquiries

Call +61 2 9484 1146  
Email [hr@arden.nsw.edu.au](mailto:hr@arden.nsw.edu.au)