



EMPLOYMENT APPLICATION FORM

*This form should accompany all applications for
employment at The Friends' School.*

POSITION APPLIED FOR:	
--------------------------	--

SECTION A: PERSONAL DETAILS	
LAST NAME	
OTHER NAMES	
FORMER NAMES <i>(if applicable)</i>	
HOME ADDRESS & POSTCODE	
POSTAL ADDRESS & POSTCODE	
TELEPHONE	<i>Home:</i> _____ <i>Work:</i> _____ <i>Mobile:</i> _____
FAX	
EMAIL	

NATIONALITY/ RESIDENCY STATUS	
HEALTH	General state of health:
	Have you had or do you have any medical or other condition which may affect your ability to perform the duties of the position on an ongoing basis? <i>Yes / No</i>
	If yes, please provide details:
TEACHER REGISTRATION / NATIONAL POLICE CHECK / WORKING WITH CHILDREN REGISTRATION	<p>All <i>teaching staff</i> at the Friends' School must be registered to teach in Tasmania or willing to be registered or their applications cannot be considered.</p> <p>I am registered as a teacher in Tasmania: <i>Yes / No</i></p> <p>Registration Number:</p> <p>The appointment of the successful applicant for any <i>non-teaching positions</i> will be conditional upon the provision of a satisfactory National Police Record Check <i>and</i> Working With Children Registration.</p>

SECTION B – APPLICATION PROCEDURES AND DETAILS

Applicants should address the selection criteria as outlined in the relevant position booklet and attach a covering letter, as well as a CV which includes the following:

- Academic and professional qualifications and publications. Please include copies of academic transcripts (where applicable). Enclose only copies of original documents.
- Current position and areas of responsibility.
- Details of previous appointments (including current or most recent employment) and career achievements with particular reference to experience relevant to the position for which they are applying.
- Membership of, and involvement with, professional organisations (if relevant).
- Cultural, recreational and other interests.

REFEREES

State the name, occupation and address of three persons to whom reference may be made in regard to character and professional competency – one of these persons must be a recent employer.

1.	NAME	
	OCCUPATION	
	ADDRESS	
	TELEPHONE	
2.	NAME	
	OCCUPATION	
	ADDRESS	
	TELEPHONE	
3.	NAME	
	OCCUPATION	
	ADDRESS	
	TELEPHONE	

DECLARATION

I have advised my referees that they have been included on my application for this position and they have agreed to discuss my application with a member of the selection panel.

I certify that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Signature: _____

Date: _____

Please return completed application form with attached application and relevant documentation to:

Nelson File
Principal
The Friends' School
PO Box 42
North Hobart Tasmania 7002

Telephone: 03 6210 2202

Fax: 03 6234 8209

Email: principal@friends.tas.edu.au

PRIVACY NOTICE

1. In applying for this position you will be providing The Friends' School with personal information. We can be contacted at PO Box 42 North Hobart, Tasmania, 7002; by telephone on 03 6210 2200 or email enquiries@friends.tas.edu.au.
2. If you provide us with personal information, for example your name and address or information contained on your resumé, we will collect the information in order to assess your application.
3. You agree that we may store this information for up to 12 months.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. 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.
5. We will not disclose this information to a third party without your consent.
6. We will ask you to provide us with proof of Tasmanian Teacher Registration and/or a Police Check and Working With Children Registration as appropriate, to collect information regarding whether you are or have been the subject of an AVO and certain criminal offences before confirmation of any employment offer.
7. If you provide us with the personal information of others, 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; that the School does not usually disclose the information to third parties and that we may store their information for 12 months.