



Application for Employment Form – Support staff

Application For:
(Position)

Section 1: Applicant Personal Details

Surname _____ Title _____ Given names _____

Address _____ Post code _____

Telephone Home: _____ Alternative contact number: _____

Email: _____ Mobile: _____

Residency status: _____

Section 2: Educational Qualifications
Please list any qualifications, the Institution, date completed – chronological order

Qualification and Type	Name of Institution	Majors	Year commenced	Year completed	Years attended

Section 3: Employment History
(Documentary evidence must be provided. Attach a separate sheet if there is insufficient space)

Employer	State/ Independent	Work Status F/P/T/C	Employed From	Employed To

**Section 4: Referees****(A minimum of 3 Referees are required)**

Name	Type of Reference (personal/professional)	Position Title	Company	Phone numbers

Section 5: Memberships of Organisations**(Professional, Religious, Cultural, Social, Sporting etc)**

Section 6: MGGS Employment History

Have you ever:	Applied for a position at MGGS?	(Yes/No)	
	Attended an interview for a position at MGGS?	(Yes/No)	
	Been employed at MGGS?	(Yes/No)	

Section 7: Current Salary Scale _____**Section 8: Applicant's Declaration**

Do you or have you ever held a criminal conviction or caution?

Are you currently involved in a legal case or pending legal case including any formal disciplinary action?

I certify that the information contained in this application is a true and correct statement of my particulars, qualification, training, experience and competencies. I understand that statements found to be false within my knowledge may make me liable for immediate dismissal.

Signature : _____ **Date:** _____

COLLECTION NOTICE - Your privacy is important

1. In applying for this position you will be providing Melbourne Girls Grammar with personal information. We can be contacted at 86 Anderson Street, South Yarra Victoria 3141, and phone: 03 9862 9200 or email employment@mggs.vic.edu.au.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy contains details of how you may complain about a possible breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We may be required to conduct a criminal record check, or collect personal information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws (if applicable).
6. 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 and that the School does not usually disclose the information to third parties.
7. Melbourne Girls Grammar may consider cloud services for new ICT procurements, which may mean that personal information resides on servers potentially situated outside Australia. The School will choose cloud services where the cloud service provider satisfies and safeguards the School's obligations in relation to risk management, data security, privacy and the storage and processing of data offshore.