



THE PITTWATER HOUSE SCHOOLS

COLLARROY • SYDNEY

Postal: PO Box 244, Manly NSW 1655 • Campus: 70 South Creek Rd, Collaroy NSW 2097 • Tel: 02 9981 4400 • Fax: 02 9971 1627

**PERSONAL INFORMATION STATEMENT
APPLICATION FOR EMPLOYMENT**

1. PERSONAL PARTICULARS

| | | | |
|---------------|----------|--------------|--|
| Title: | Surname: | Given Names: | |
| Address: | | | |
| Phone - Home: | Work: | Mobile: | |
| Email - Home: | | Work: | |
| Fax - Home: | | Work: | |

2. PROFESSIONAL RECORD *Please list tertiary qualifications and supply photocopies of university transcripts and any other relevant documentation. (Originals will need to be sited at interview)*

| Qualification | Name of Institution | Area(s) of Major Study | Area(s) of Minor Study |
|---------------|---------------------|------------------------|------------------------|
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3. CURRENT EMPLOYMENT DETAILS

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|--|--|
| Present Employer: | |
| Present Position: | |
| Date of Appointment: | |
| Brief Description of Responsibilities: | |

5. OTHER EXPERIENCES YOU CONSIDER RELEVANT TO EMPLOYMENT AT PITTWATER HOUSE (*Attach additional sheet if insufficient space*)

| <i>From</i> | <i>To</i> | <i>Position/Role</i> | <i>Description of Experience</i> |
|-------------|-----------|----------------------|----------------------------------|
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6. RELEVANT PROFESSIONAL DEVELOPMENT ATTENDED IN THE PAST 2 YEARS (*Attach additional sheet if insufficient space*)

| <i>Year</i> | <i>Course / Unit</i> | <i>Description</i> |
|-------------|----------------------|--------------------|
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7. PROFESSIONAL ASSOCIATIONS (*List any participation in Associations and*

| <i>Association</i> | <i>Position Held</i> |
|--------------------|----------------------|
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outside bodies for academic or non-academic achievements)

Signature: _____ **Date:** _____

8. PRIVACY DISCLOSURE – YOUR INFORMATION AND ITS USE

This information will be used by the Pittwater House Schools Limited (“the School”) for the express purpose of selecting a candidate for employment within the School. The collection and use of the information by the School is governed by the *Privacy Act (Cth)* and the *National Privacy Principles* contained therein. The School relies on the information being provided by the candidates and assumes that it is accurate. When all candidates have been advised of the results of the selection process all information provided by candidates will be destroyed. A failure to disclose the requested information or to provide false information will result in any offer of employment that may have been made by the School being withdrawn and, in the event employment has been commenced, termination of employment.

9. APPLICATION REQUIREMENTS

Please forward the following documents as part of your application for employment:

- this completed *Personal Information Statement - Application for Employment* form
- a covering letter outlining the reasons for your application,
- your responses to the Selection Criteria, which should provide specific examples of relevant *recent* experience that addresses the criteria
- copies of your professional qualifications and any other relevant documentation

Applications may be submitted in hard copy or via email to the appointment nominated in the advertisement
