

# Personal Information Statement

## Application for Employment



**Pittwater House**

Please complete as many details as possible.

### 1. PERSONAL PARTICULARS

Title: \_\_\_\_\_ Given Name/s: \_\_\_\_\_ Surname: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(If you prefer not to disclose, please leave blank)

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (mobile): \_\_\_\_\_

Email (home): \_\_\_\_\_

Work Entitlement:  Australian Citizen  Permanent Resident  Temporary Resident

Visa Class: \_\_\_\_\_ Visa Expiry: \_\_\_\_\_

NESA Number: \_\_\_\_\_ NESA Status: \_\_\_\_\_

Documentation supporting Work Entitlement status will be requested at interview stage. This may include providing a copy of your passport and any applicable visas.

*By signing this Application for Employment form, you are giving consent for Pittwater House School to obtain Visa Entitlement Verification Online (VEVO) information from the relevant government department.*

2. POSITION APPLYING FOR: \_\_\_\_\_

### 3. MEDICAL

Please detail any serious accident or illness over the past five years:

\_\_\_\_\_  
\_\_\_\_\_

Please detail any relevant medical conditions that may affect your work: (eg. Asthma, limb or back complaint, etc).

\_\_\_\_\_  
\_\_\_\_\_

### 4. PROFESSIONAL RECORD

Years of training: \_\_\_\_\_ Years of Service: \_\_\_\_\_

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

**5. CURRENT EMPLOYMENT DETAILS**

*(Only complete this section if the details requested are not listed on your accompanying CV.)*

Present Employer: \_\_\_\_\_

Present Position: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

Brief Description of Responsibilities: \_\_\_\_\_

**6. LAST 10 YEARS PROFESSIONAL EXPERIENCE**

*(Only complete this section if the details requested are not listed on your accompanying CV.)*

Start with current employment. Attach additional sheet if insufficient space

From	To	Company	Description of Responsibilities
	<i>current</i>		

**7. OTHER EXPERIENCES YOU CONSIDER RELEVANT TO EMPLOYMENT AT PITTWATER HOUSE**

*(Only complete this section if the details requested are not listed on your accompanying CV.)*

Attach additional sheet if insufficient space.

From	To	Position/Role	Description of Experience

**8. RELEVANT PROFESSIONAL DEVELOPMENT ATTENDED IN THE PAST 2 YEARS**

*(Only complete this section if the details requested are not listed on your accompanying CV.)*

Attach additional sheet if insufficient space.

Year	Course / Unit	Description

## 9. PROFESSIONAL ASSOCIATIONS

(List any participation in Associations and outside bodies for academic or non-academic achievements)

Association	Position Held

## 10. WORKING WITH CHILDREN CHECK

All staff are required to obtain and maintain a valid Working with Children Check (WWCC). If you already have a WWCC number, please provide it below. More details can be found at: <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/apply/-apply>.

Working with Children Number: \_\_\_\_\_

## 11. 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. Failure to disclose the requested information, or providing false information, will result in any offer of employment that may have been made by the School being withdrawn and, in the event that employment has commenced, termination of employment. Personal information provided will be treated in accordance with our Employment Collection Notice.

## 12. APPLICATION REQUIREMENTS

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

- this completed Application for Employment form (Sections 5-8 may be covered by an attached CV).
- 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
- statements of service from all previous employers (if available)

## 13. DECLARATIONS

**13.1** I do not regard any of these question as an invasion of my privacy

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**13.2** I am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct. I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_