

PERSONAL INFORMATION STATEMENT

Application for Employment



Pittwater House

Please complete as many details as possible.

1. PERSONAL PARTICULARS

Surname: _____ Given Name/s: _____ Title: _____

Gender: Male Female

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone (*home*): _____ Phone (*mobile*): _____

Email (*home*): _____

Phone (*work*): _____ Email: _____

2. POSITION APPLYING FOR: _____

3. MEDICAL

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

Please mention 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 prospective new teaching staff are required to provide a Working With Children Check (WWCC) Number as part of this application. 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. 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.

12. 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
- statements of service from all previous employers

13. DECLARATIONS

13.1 I do not regard any of these questions 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:** _____