EMPLOYMENT APPLICATION FORM

We appreciate your interest in employment with Regent College.

Please complete all relevant sections and review the checklist on the final page to ensure that all required information and supporting documentation have been included before submitting your application.

Regent College is committed to fostering a child-safe culture in which the safety, wellbeing and dignity of children and young people are prioritised. All employees are expected to actively support and uphold the College's child-safety policies, practices and values.

Please complete all relevant sections of this application form.
Application for the position(s):

- ☐ ADVERTISED POSITION (tick relevant additional boxes below)
- ☐ Early Childhood, Kindergarten and Pre-primary
- ☐ Junior Primary, Years 1-2
- ☐ Middle Primary, Years 3-4
- ☐ Upper Primary, Years 5-6
- ☐ RELIEF Teaching Only (tick preferred year groups above)
- ☐ Education Assistant
- ☐ RELIEF Education Assistant Only
- ☐ Administrative role

Personal Details

Legal Surname:		Legal First Name	
Preferred Name:		Gender:	Male ☐ Female ☐

Address

Street Address	Suburb	Postcode
Postal Address	Suburb	Postcode
Mobile Number	Email Address	

Background Information

The following information is collected for work eligibility purposes.

Are you an Australian Citizen?

Yes ☐ No ☐

Do you have a current legal entitlement to work in Australia?

Yes ☐ No ☐

(If requested, preferred applicants will be required to provide evidence of citizenship, permanent residency or a current visa permitting employment in Australia)

Nationality: e.g. Australian, Singaporean etc.

Ethnicity: Do you identify as Aboriginal and/or Torres Strait Islander?

Aboriginal ☐ Torres Strait Islander ☐ Both ☐ Neither ☐ Prefer not to say ☐

This position requires a high standard of spoken and written English communication. Are you able to communicate effectively in English, both verbally and in writing, to perform the inherent requirements of the role?

Yes ☐ No ☐

Faith Details

As a Christian school, Regent College seeks staff who actively support and contribute to its Christian mission and values. Participation in a Christian church is a condition of employment. Please provide the information requested below.

Church you attend			
Name of Pastor Elder, Priest etc.		Telephone	

Referee to your Christian Standing (if different from Pastor, Elder, Priest etc.)

Name		Telephone	

Current Employment

Position:		Date commenced	
Name of Employer:			
Major responsibilities:			

☐ Not currently employed

Employment History

Dates employed	FTE	Position held	Name of employer	Reason for leaving

Qualifications and Current Study

Completed Qualifications	Institute	Date completed

Current Courses	Institute	Expected completion date

Referee Information

Please provide details of two referees, one of whom must be your current employer (if currently employed). We will not contact your current employer unless you are identified as the preferred candidate.

1. Current employer

Name		Position	
Mobile			

2. Second professional referee

Name		Position	
Mobile			

Medical Details

Information provided in this section will be treated confidentially and considered only in relation to the inherent requirements of the position, workplace safety and any reasonable workplace adjustments.

CURRENT RESTRICTIONS, CAPACITY AND ADJUSTMENTS

Are there any current health conditions, medical restrictions or workplace adjustments that we should be aware of in order to support you in preforming the inherent requirements of this role safely and effectively?

☐ No ☐ Yes (if so, please outline below)

Additional Information

Do you hold a current driver's licence? Yes ☐ No ☐ Licence class, if applicable:

When could you commence in the advertised position?

Are there any existing commitments or restrictions that may affect your availability for the period of working arrangements specified in the advertisement? E.g. travel. Yes ☐ *If Yes, please provide details below* No ☐

Any factors that may preclude long---term employment? Yes ☐ If yes, please provide details below No ☐

Continues below

Declaration

I (insert name)		declare that:

- I have disclosed any current health condition, injury, workplace restriction, return-to-work arrangement or workplace adjustment that may affect my ability to perform the inherent requirements of the position. *(please attach details)*
- I have disclosed any information requested in this application form that may affect my ability to perform the inherent requirements of this role.
- I have provided evidence that I am an citizen of Australia or New Zealand, or that I have a visa that entitles me to work in Australia.

CRIMINAL HISTORY DECLARATION

Employment is subject to satisfactory Working With Children Check clearance and any other screening required by law.

Do you have any criminal convictions or outstanding criminal charges that you are legally required to disclose?

Yes ☐ No ☐

If yes, please attach relevant details.

You are not required to disclose a conviction that you are not legally required to disclose.

CHILD SAFETY DECLARATION

Have you ever:

- had registration cancelled, suspended or restricted? Yes ☐ No ☐
- been subject to findings of misconduct involving a child? Yes ☐ No ☐
- been the subject of workplace disciplinary action involving child safety concerns?
  Yes ☐ No ☐
- been the subject of sustained allegations, disciplinary action, findings or investigations relating to the safety, welfare or wellbeing of a child? Yes ☐ No ☐

- If I am a preferred applicant, I agree that Regent College may contact my current employer and Pastor or Christian Standing person for a reference.
- **The information I have provided is true, complete and correct to the best of my knowledge.**

Signature:		Date:	

Checklist

Applications will not be processed unless all relevant paperwork is enclosed. Please refer to the following:

- Completed Application Form (this form)
- A cover letter addressing the Essential Selection Criteria in Section 7.
- A current résumé or curriculum vitae.
- Copies of relevant academic qualifications.
- Evidence of current TRBWA registration, or eligibility for registration.

Privacy

Personal information provided as part of this application will be collected, used, stored and disclosed for recruitment, employment-screening and related administrative purposes. Access will be limited to authorised persons, and the information will be managed in accordance with applicable privacy requirements and College policies. *Further information is available in the College Privacy Policy.*

SUBMITTING YOUR APPLICATION

Address your application to

Regent College (Principal)
Confidential Application
E: humanresources@regentcollege.wa.edu.au

Process

Thank you for your interest and effort in applying for a position and career at Regent College.

- Applications must be received by the due date. All applicants will receive an email on receipt of their application.

- Would you like Regent College to retain your application for consideration for other suitable positions for up to 12 months?
  Yes ☐ No ☐