



# APPLICATION FOR EMPLOYMENT

The purpose of this form is to derive relevant information about a candidate and the position for which they are applying for. This form does not constitute an offer or contract of employment.

Please refer to the document Information for Positions Vacant Applicants, for additional information regarding the recruitment process.

## ABOUT YOU

MR

MRS

MISS

MS

DR

REV

|   |                              |                             |
|---|------------------------------|-----------------------------|
| <b>SURNAME:</b>   |                              |                             |
| <b>GIVEN AND MIDDLE NAMES:</b>  |                              |                             |
| <b>ADDRESS (PLEASE INCLUDE POST CODE):</b>  |                              |                             |
| <b>DAYTIME PHONE CONTACT:</b>   |                              |                             |
| <b>EMAIL:</b>   |                              |                             |
| <b>CURRENT WORKING WITH VULNERABLE PEOPLE REGISTRATION?</b>                           | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| <b>DO YOU NEED A WORK PERMIT TO WORK IN AUSTRALIA? IF YES PLEASE PROVIDE DETAILS.</b> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|   |                              |                             |
| <b>DO YOU HAVE A CURRENT DRIVER'S LICENCE?</b>  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

## ABOUT THE POSITION BEING APPLIED FOR

|  |  |  |
|--|--|--|
| <b>POSITION TITLE:</b>   |  |  |
| <b>CLOSING DATE:</b>   |  |  |
| <b>DATE OF APPLICATION:</b>  |  |  |
| <b>WHERE WAS THIS POSITION ADVERTISED?</b>   |  | SCHOOL'S WEBSITE <input type="checkbox"/>    |
| NEWSPAPER <input type="checkbox"/>   | INTERNET SITE <input type="checkbox"/> | SCHOOL'S NEWSLETTER <input type="checkbox"/> |
| <b>HAVE YOU PREVIOUSLY APPLIED FOR POSITIONS WITH LCGS? IF YES PLEASE PROVIDE DETAILS.</b> | YES <input type="checkbox"/>           | NO <input type="checkbox"/>                  |
|  |  |  |

|  |  |
|--|--|
| <b>DO YOU NEED TO PROVIDE YOUR CURRENT EMPLOYER WITH NOTICE? IF YES, HOW LONG?</b> | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> |
|  |  |
| <b>WHAT HAS ATTRACTED YOU TO THIS POSITION? PLEASE EXPLAIN</b>                     |  |
|  |  |

**ABOUT YOUR REFEREES – PLEASE PROVIDE THE DETAILS OF TWO REFEREES.**

|                                |  |                                |  |
|--------------------------------|--|--------------------------------|--|
| <b>NAME:</b>                   |  | <b>NAME:</b>                   |  |
| <b>PHONE:</b>                  |  | <b>PHONE:</b>                  |  |
| <b>EMAIL:</b>                  |  | <b>EMAIL:</b>                  |  |
| <b>OCCUPATION:</b>             |  | <b>OCCUPATION:</b>             |  |
| <b>RELATIONSHIP</b>            |  | <b>RELATIONSHIP</b>            |  |
| <b>HAVE YOU INFORMED THEM?</b> | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> | <b>HAVE YOU INFORMED THEM?</b> | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> |

**DECLARATION BY APPLICANT**

|   |  |
|---|--|
| <b>I AUTHORISE LAUNCESTON CHURCH GRAMMAR SCHOOL'S (LCGS) DESIGNATED REPRESENTATIVES TO CONTACT MY REFEREES, REGARDING RELEVANT INFORMATION IN RELATION TO MY APPLICATION FOR THE POSITION APPLIED FOR.</b>  | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> |
| <b>I CERTIFY THAT THE STATEMENTS MADE AND THE INFORMATION I HAVE PROVIDED IN THIS FORM AND ASSOCIATED DOCUMENTS, IS TO THE BEST OF MY KNOWLEDGE AND BELIEF TRUE AND COMPLETE. I AM AWARE THAT ANY INACCURATE STATEMENTS OR INFORMATION WITHHELD MAY RESULT IN ANY OFFER OF EMPLOYMENT BEING WITHDRAWN OR DISMISSAL, SHOULD I BE SUCCESSFULLY APPOINTED TO A POSITION WITH LCGS.</b> | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> |

**NEXT STEPS**

|   |
|---|
| <p>PLEASE EMAIL OR MAIL THIS APPLICATION FORM, TOGETHER WITH YOUR COVERING LETTER, STATEMENT ADDRESSING THE SELECTION CRITERIA AND A COPY OF YOUR CURRICULUM VITAE TO MRS AUDRA ANDERSON, HUMAN RESOURCES MANAGER, PO BOX 136 MOWBRAY HEIGHTS, 7248, TASMANIA. EMAIL <a href="mailto:hr@lcfgs.tas.edu.au">hr@lcfgs.tas.edu.au</a></p> |
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