NON-TEACHING STAFF
EMPLOYMENT APPLICATION FORM
Please complete this application form as accurately as possible.
It is a requirement that all questions are answered.
The completion of this application form does not guarantee employment with Pembroke School.
Pembroke School is an equal opportunity employer.

PERSONAL DETAILS (please complete all details in block letters)
Position applied for:

Title:  Mr  Mrs  Miss  Ms  Dr
First Name (s):  Surname:  Address (residential):  Post Code:
Postal Address (if different to above):  Post Code:
Telephone:  After Hours:
Email Address:

Are you an Australian citizen or a permanent resident of Australia or a New Zealand citizen who entered Australia on a current New Zealand passport?  Yes  No
If not, do you hold a valid visa with work entitlements?  Yes  No
Do you have any physical disability, medical condition or any other condition which may affect your ability to the job?  Yes  No
If yes, please give details:
Are there any other reasons which may affect your ability to perform the required duties?  Yes  No
If yes, please give details:
Will you agree to undergo a medical examination if requested?  Yes  No

EDUCATION

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<th>Qualification</th>
<th>Name of Establishment</th>
<th>Level Achieved</th>
<th>Date Completed</th>
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Other relevant qualifications and/or abilities e.g. driver’s licences, languages, first aid certificate etc.:

EMPLOYMENT HISTORY

Have you previously worked for Pembroke School?  Yes  No
If yes, what position?
Period:  From:  To:

Previous Employment (start with present or most recent):

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<th>Date</th>
<th>Organisation</th>
<th>Location</th>
<th>Your Position</th>
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If requested, would you be able to work outside of normal hours, given appropriate advance notice?
Yes
Occasionally
Rarely
No
(please tick)

If requested, would you be able to undertake country or interstate travel given sufficient advance notice?
Yes
Occasionally
Rarely
No
(please tick)

Name and contact details of two professional referees:
1.  
2.  

Is your resume attached:  Yes  No  (please tick)

How did you hear about the position?  The Advertiser  Career One Online  Other  (please tick)

DECLARATION BY APPLICANT
I declare
a) That the answers to the foregoing are to the best of my knowledge true and correct in every way.
b) That if my application for employment is successful I will be bound by and will at all times observe and respect such terms and conditions of my employment and such policies and rules as may from time to time be promulgated, specified or otherwise stipulated by my employer.
c) That I understand that any erroneous or false declaration made by me in this application may result in disciplinary action, or possible dismissal.
d) That I understand should any offer of employment be made, such offer will be conditional upon my providing a Police Clearance in the form of a National Police Certificate not more than two years old, (or such other certification as the School may require) that is satisfactory the School.
e) That I understand that if my application is successful my employment will be subject to a satisfactory medical report provided by a Medical Practitioner nominated by the employer. (Such examination will be paid for by the employer).

Signature of Applicant:  Date:

OFFICE USE ONLY
Applicants information verified
Referees contacted
Interview

Interview Date:  Time:  Location:
Interviewers:

Hold for ______ months
Unsuccessful

Other positions applicant may be suitable for:
Employment Application Forms and Resumes can be submitted to:

Mr J E Daws
Human Resources Director
342 The Parade
KENSINGTON PARK SA 5068

Fax: (08) 8366-6218
Email: jobs@pembroke.sa.edu.au

Having lodged a written application, please note the School's policy in relation to the use of personal information, in accordance with the Privacy Act.

PRIVACY AMENDMENT (PRIVATE SECTOR) 2000
EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing Pembroke School with personal information. We can be contacted at 342 The Parade, Kensington Park, South Australia, 5068. Tel: 08 8366 6200 during business hours Monday to Friday.

2. If you provide us with personal information, for example, your name and address or information contained in your resume, we shall collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.

3. You agree that we may store this information for a period of 6 months after the published closing date for applications.

4. You may seek access to your personal information that we hold about you if you are unsuccessful in your application for the position(s). There will, however, be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

5. We shall not disclose this information to a third party without your consent.

6. If you provide details of referees in your application and/or resume, you also thereby give your express consent to us to contact those referees to confidentially discuss your application.

7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information for a period of 3 months after the published closing date for applications.

April 2013