Pre-Employment Disclosure Questionnaire

**Application for Employment**

*Saint Monica’s is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:*

1. *Working with Children Check status, or similar check*
2. *proof of personal identity and any professional or other qualifications*
3. *the person’s history of work involving children*
4. *references that address the person’s suitability for the job and working with children.*

*It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act* *1988 (Cth).*

I wish to apply for employment to the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_-* position advertised in the

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| --- | --- | --- |
|  | on |  |
| *(Newspaper, Website, etc)* |  | *(Date)* |

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| **PERSONAL** | **TITLE** | **GIVEN NAME(S)** | | | **SURNAME** |
| **MR☐ MRS☐ MISS☐MS☐OTHER** |  | | |  |
| **ADDRESS** | | | **PHONE NUMBERS** | **VIT REGISTRATION NUMBER** |
|  | | | **Home** |  |
| **Mobile** | **VIT REGISTRATION TYPE** |
| **Work** |  |
| **ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL** | | **ACCREDITATION TO TEACH RELIGIOUS EDUCATION** | | |
| **YES☐ NO☐**  **COPY ATTACHED☐** | | **YES☐ NO☐**  **COPY ATTACHED☐** | | |

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| --- | --- | --- | --- | --- |
| **E**  **DUCATION** | **QUALIFICATIONS ATTAINED** | **YEAR COMPLETED** | **NAME OF INSTITUTION** | |
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| **GRADES/YEAR LEVELS/SUBJECTS/PROGRAMS QUALIFIED TO TEACH** | | | |
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| **CURRENT EMPLOYMENT** | **CURRENT PLACE OF EMPLOYMENT** | | | **POSITION** |
|  | | |  |
| **ADDRESS OF CURRENT PLACE OF EMPLOYMENT** | | | **PHONE NUMBER** |
|  | | |  |
| **DATE BEGAN** |
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| **DUTIES (FOR EXAMPLE: SUBJECTS/GRADES TAUGHT IF CURRENTLY TEACHING)** | | | |
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| **PREVIOUS EMPLOYMENT** | **EMPLOYER’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
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| ***(Note: You must list all previous employers. If more space is required, attach a separate sheet)*** | | | |
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| --- | --- | --- | --- | --- |
| **VOLUNTEER WORK** | **ORGANISATION’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
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| ***(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)*** | | | |

**You requested to supply the names of 3 verbal referees**

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| --- | --- | --- | --- | --- |
| **REFEREES** | **NAME** | **POSITION** | **SCHOOL/COMPANY** | **PHONE NUMBER** |
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**Pre-Employment Disclosure Questions**position that be person suitable to work with

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

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| --- |
| 1. **Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?** |
| NO☐ YES☐ |
| If yes, please provide details: |
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| 1. **Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?** |
| NO☐ YES☐ |
| If yes, please provide details: |
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| 1. **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?** |
| NO☐ YES☐ |
| If yes, please provide details: |
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| 1. **Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?** |
| NO☐ YES☐ |
| If no, this will be discussed further if you are offered an interview. |

**Applicant declaration**

