



Howayek Providence Limited trading as  
**Maronite College of the Holy Family**

## APPLICATION FOR EMPLOYMENT

PERSONAL DETAILS			
Title	Surname	First Name	Middle Name
Address			
Suburb		Postcode	
Home No.		Mobile No.	
Email		Marital Status	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth	
Indigenous	Yes <input type="checkbox"/> No <input type="checkbox"/>	Religion	
Medical Conditions (if any)		Medication (if any)	
Contraindication Certificate: Yes <input type="checkbox"/> No <input type="checkbox"/>		Date Exemption is Valid To:	
Vehicle Rego Number		Vehicle Make & Colour	
Emergency Contact Name & Relation		Emergency Contact Mobile No.	

OTHER DETAILS	
Working With Children Check Number	
Working With Children Expiry	
NESA Accreditation Status (i.e. Provisional, Conditional, Proficient, Highly Accomplished, Lead)	
NESA Accreditation Number	
Years of Teaching Experience to Date	
National Police Criminal Check Certificate Number (ADMIN STAFF ONLY)	
Date Issued	

CHILD PROTECTION	YES	No
Have you been the subject of any criminal convictions which would impact you being employed at this College?		
Have you been the subject of any performance related disciplinary proceedings?		
Have you been the subject to any child protection related disciplinary proceedings relating to conduct deemed reportable by legislation in Australia or any country you have worked or resided?		
Have you been the subject to any matters which may raise concern about your suitability to work in close contact with children in an unsupervised environment?		
If you answered YES to any question above, please provide details:		

EDUCATIONAL QUALIFICATIONS			
Course Completed	Year of Completion	Institution	Length (yrs)

TEACHING SUBJECT OR AREA		
<input type="checkbox"/> Primary		
<input type="checkbox"/> Secondary	Major teaching subject/area	
	Minor teaching subject/area	

CURRENT EMPLOYMENT			
Present Employer			
Address			
Position Held			
Date Appointed		Termination Date (if applicable)	
Salary Scale (e.g. Band 2)		Current Salary	

PAST EMPLOYMENT				
Date from	Date to	Employer	Position	Reason for Leaving

**REFEREES***Please provide the contact details of at least 3 referees.*

1.	Full Name		Position	
	Company/School		Contact No.	
2.	Full Name		Position	
	Company/School		Contact No.	
3.	Full Name		Position	
	Other		Contact No.	

**FINANCIAL INFORMATION**

Name of Bank	BSB Number	Account Number
Account Name	Tax File Number	
Superannuation Fund Name	Superannuation Fund Member Number	

**SUBMISSION OF APPLICATION**

The submission of this form, with a covering letter, and all documents required, will constitute an application for the above named position. Applicants will not proceed to an interview unless all of the documentation has been provided.

**EMPLOYMENT APPLICATION COLLECTION NOTICE**

1. In applying for this position, you will be providing Maronite College of the Holy Family with personal information. We can be contacted at [admin@mchf.nsw.edu.au](mailto:admin@mchf.nsw.edu.au) Phone: 9633 6600.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted. We usually disclose this kind of information to the following types of organisations for e.g. Support vendors that provide services around staff administration systems.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.

6. The College uses online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
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 College and why.

### CHECKLIST FOR NEW EMPLOYMENT APPLICATION

**Please attach to this Application Form a copy of all documentation required certified by a Justice of the Peace.**

- ☐ 100 points of identification (current photo driver's licence and birth certificate or current passport)
- ☐ Proof of citizenship/Australian residency (birth certificate, passport or visa)
- ☐ Working With Children Check – Please visit <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/apply/-apply>
- ☐ National Police Criminal Check (**Admin Staff only**) –Please visit <https://npcoapr.police.nsw.gov.au/aspx/dataentry/Introduction.aspx>
- ☐ Certified Degree awarded, Official transcript if Degree pending or Other Qualifications
- ☐ Your Accreditation Number must be provided by either: (**Teaching Staff Only**)
  - A copy of your current NESA card
  - Copy of progress report from eTAMS
  - For teachers who have left teaching for a period of 5 Years or more or who are newly graduated from university an Approval to Teach letter from NESA
  - For teachers who have gained Proficient Teacher status the Certificate from NESA
- ☐ Statement of Service which must include the following information
  - Date of Statement
  - Applicant Name
  - Employer Name and Address
  - Period of Employment
  - Full and Part Time Dates of Employment
  - Periods of Leave Without Pay
  - Position/s Held
  - Classification and Award
- ☐ Copy of last FOUR (4) payslips
- ☐ Tax Declaration Form – click on the link below to access the form  
[https://www.ato.gov.au/uploadedFiles/Content/IND/Downloads/TFN\\_declaration\\_form\\_N3092.pdf](https://www.ato.gov.au/uploadedFiles/Content/IND/Downloads/TFN_declaration_form_N3092.pdf)
- ☐ Long Service Leave portability paperwork (if applicable)
- ☐ Choosing a Superfund Form – click on the link below to access the form  
<https://www.ato.gov.au/assets/0/104/2244/2335/3c4347e5-f117-48af-9349-43e9f72ea811.pdf>

### Office Use Only

Reviewed by	Position	Signature	Date
	Head of College		