



Presbyterian Ladies' College

MELBOURNE

APPLICATION FOR EMPLOYMENT NON TEACHING STAFF

Position applied for

(Please check box)

Full time

Part time

Casual

SECTION 1: APPLICANT'S PERSONAL DETAILS

Title Surname

Given names

Preferred name

Residential address

State

Postcode

Previous surname (if applicable)

Date of birth (optional)

Telephone: Home

Work

Mobile

Email

Do you have a Working With Children Check Employee card? (Please check box) If yes, Working With Children Check Employee card no.

Yes

No

Have you ever been previously employed with PLC? (Please check box) If yes, please give details

Yes

No

Do you have any relatives currently employed at PLC? (Please check box) If yes, please give details

Yes

No

Do you have any relatives currently attending PLC or enrolled to attend in the future? (Please check box)

Yes

No

If yes, please give details

SECTION 2: ADDITIONAL PERSONAL INFORMATION

Church Affiliation

Please indicate your current church affiliation and involvement

Citizenship/Residence status (please check box) Are you an Australian citizen?

Yes **No**

Current employment (please check box) Are you currently employed?

Yes **No**

If yes, state current employer and job title

Other employment (please check box)

Are you currently on leave from any Commonwealth, State Government department or private sector organisation?

If yes, attach a statement giving details

Yes **No**

Medical Information

Do you have any health problems or a medical condition that may affect your ability to perform the requirements of the position (in the position description attached to this application)?

(Please check box)

Yes **No**

If Yes, please give details:

Would you agree to undergo a medical examination to assess your suitability to be able to carry out the requirements of the position?

(Please check box)

Yes **No**

SECTION 3: EMPLOYMENT HISTORY (Additional sheets may be attached if there is insufficient space)

Please list your previous employers in chronological order (most recent FIRST)

Employer	Date from	Date to	F/T P/T Casual	Position

SECTION 4: TERTIARY/EDUCATIONAL QUALIFICATIONS

Please list any qualifications, the institution, date completed in chronological order. (Attach a separate sheet if there is insufficient space)

Institution	Years attended	Award Conferred	Date conferred

SECTION 10: NOTICE

By what date would you be able to take up a new appointment?

SECTION 11: APPLICANT'S DECLARATION

I certify that the information contained in this application is a true and correct statement of my particulars, qualifications, training, experience and competencies. I understand that statements found to be false within my knowledge may make me liable for dismissal.

Signature

Date

PLEASE COMPLETE AND INCLUDE THIS FORM WITH YOUR APPLICATION

In addition please ensure the following is attached to your application:

- A letter of introduction stating your reasons for applying for this position
- Additional supporting or background information

*All staff must commit to a culture that supports child safe standards.
All offers of jobs at PLC are subject to the normal child protection screening.*

Forward your application to:

Mrs Cheryl Penberthy
Principal
Presbyterian Ladies' College, Melbourne
141 Burwood Hwy
BURWOOD VIC 3125

Email: employment@plc.vic.edu.au

Privacy Collection Notice

(Please keep for future reference)

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide. In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you advise us otherwise. This Collection Notice should be retained for future reference.

The College collects personal information, including sensitive information about students, parents/guardians, users of the Aquatic Centre and job applicants before, during and beyond the course of a student's enrolment at the College (students and parents/guardians); before, during and beyond the course of Aquatic Centre user's participation in a Learn to Swim / Water Safety program; and throughout the recruitment process (job applicants). The primary purpose of collecting this information is to enable the College to:

- meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College
- provide a recreational service (Aquatic Centre users)
- consider an application for employment (job applicants).

Information may be collected in writing (online, via post, email or SMS) or through conversation, or collected from third parties on your behalf (e.g. employment referees).

Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care. Laws governing or relating to the operation of a school in some instances require that certain information is collected and/or disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. The College may request medical reports and health information about students from time to time. A student's health and medical information will be disseminated and used within the College to best meet the College's duty of care responsibilities.

In order to consider an application for employment and to facilitate and manage a job applicant's employment relationship with the College, job applicants must consent to the College collecting personal information from law enforcement agencies for Police Checks and Working With Children Checks, the Victorian Institute of Teaching to verify your qualifications, and other individuals or businesses we contact for the purpose of reference-checking as agreed with you.

Personal information collected about job applicants will be stored securely in a recruitment record, or converted to an employee record if the job applicant is successful in gaining employment with the College. Employee records are exempt from the Australian Privacy Principles (APPs) under the Privacy Act 1988. If a job applicant is not successful or declines a position at the College, the information stored in the recruitment record will be stored for 12 months, unless you advise us to destroy the records at an earlier time.

Failure by parents/guardians, students or Aquatic Centre users to provide requested information to the College may be viewed as an unacceptable risk resulting in the enrolment process ceasing or your child's enrolment or participation in a program being discontinued. Failure by job applicants to provide requested information to the College will affect the College's ability to evaluate your application and may result in the recruitment process not proceeding.

The College from time to time may disclose (or permit direct collection by a third party) certain personal and sensitive information to others for administrative, educational and support purposes. This may include to another school to facilitate the transfer of a student, government departments, medical practitioners, people providing services to the College (including specialist visiting sport or music teachers, coaches, counsellors and volunteers), assessment and educational authorities, anyone you authorise the College to disclose information to, or anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.

On occasions information, such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on physical displays throughout the College and on our intranet. This may include photographs and videos of student activities such as sporting events, camps and excursions.

The College will obtain separate permissions from the student's parent/guardian prior to including such photographs or videos or other identifying material in our promotional material or otherwise making this material available to the public. The College will obtain separate permissions from the student's parent/guardian prior to including personal information on class lists or College directories.

The College from time to time engages in fund raising activities. The information received from parents/guardians may be used to make an appeal in the future.

Students, parents/guardians, Aquatic Centre users or job applicants may seek access to, or correction of the personal information collected about them by contacting the College. However, there will be circumstances where access is denied. Such circumstances would include where the release would have an unreasonable impact on the privacy of others or where release may result in a breach of the College's duty of care obligations.

If you provide the College with the personal information of others, such as family members, doctors, emergency contacts or employment referees, you should inform them that you are disclosing that information to the College and why, so that they can request access to and correction of that information if they wish. You should refer them to the College's Privacy Policy for further detail.

The College uses cloud computing service providers to store some personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The College's Privacy Policy contains further information about its use of cloud and other third-party service providers.

If you wish to obtain a copy of our Privacy Policy please contact the College, or alternatively visit our webpage: www.plc.vic.edu.au

If you wish to contact the College regarding personal information we hold, or to complain about any instances where the College may have been deemed to infringe any of the Australian Privacy Principles, a complaint should be lodged with the College's Privacy Officer privacy@plc.vic.edu.au

**Mrs Cheryl Penberthy
Principal**