



# Employment Declaration Form: Confidential to the Principal

Position for which application is made \_\_\_\_\_

## Personal Details:

Surname: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Former Names \_\_\_\_\_

Title: Mr Mrs Ms Miss Other \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

South Australian Teacher's Registration Number: *(If Applicable)* \_\_\_\_\_

*(Please enclose a photocopy of current Teacher's Registration Certificate)*

TRB / DCSI Expiry Date: \_\_\_\_\_

Please note: You must provide the ORIGINAL TRB issued teacher registration certificate (if applicable) and DCSI issued Child-Related Employment Screening Clearance for sighting at your work location.

## Tertiary Qualifications:

Year Awarded	Award (Deg., Dip., Cert., etc)	Institution

## Employment History: *Please provide information for the last 5 years.*

Year/Date	Name of Employer	Position

## Religious Dimension of St Columba College:

Are you prepared to support the philosophy and religious traditions of St Columba College? Yes  No

Are you currently a practicing member of a worshipping community? Yes  No

## Employment Declaration Form:

**Please respond to each of the questions below and sign the declaration at the end of this form**

Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (*Tick 'No' where an expiation notice only was received*)

Yes  No

Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?

Yes  No

Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee?

Yes  No

Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services?

Yes  No

Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?

Yes  No

(If applicable) Do you have conditions on your SA Teacher Registration?

Yes  No

**Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)**

**If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal/Principal's Delegate to discuss.**

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the **Principal/Principal's Delegate** and me.

**Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.**

### Further information and ongoing requirements

*Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.*

*The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal/Principal's Delegate** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.*

### Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_