

JSRACS Employment Application Form



John Septimus Roe
ANGLICAN COMMUNITY SCHOOL

PART OF **AngliSchools**

John Septimus Roe Anglican Community School requires suitably qualified and experienced staff who have the ability and qualifications to undertake the duties and responsibilities listed in the relevant advertisement and duties and responsibilities statement.

John Septimus Roe Anglican Community School is committed to being a child safe organisation through the prevention, identification and reporting of child abuse and neglect.

The applicant needs to provide:

1. Cover letter
2. Completed JSRACS Employment Application Form
3. Resume – detailing employment history and qualifications
4. Copies of relevant qualifications (If you are a graduate teacher applicant, please attach copies of your reports for your two most recent practicums.

Applications should be addressed to **The Principal** and emailed to: hr@jsracs.wa.edu.au

Position Details

* This form should only be completed when applying for an advertised position.

Position you are applying for:

Applicant Details

Given Names: _____

Surname: _____

Title: (eg Dr, Mr, Mrs, Ms, Miss, other) _____

Preferred Given Name: _____

Address: _____

Suburb/ Town: _____ State: _____ Postcode: _____

Mobile Phone: _____

Email Address: _____

Residency Status

Are you an Australian Citizen or Permanent Resident? Yes No

If you answered No, please provide a copy of your Visa confirming your right to work in Australia.

Statutory Requirements

	Yes / No	TRB/WWCC Number NCCHC Date	Valid to
Membership of TRBWA (Teaching staff only)			
Working with Children Check (WWCC)			
Nationally Coordinated Criminal History Check (NCCHC)			
(If you are the successful applicant, you will be required to provide or be willing to apply for a WWCC prior to commencing employment at JSRACS. Support staff will also be required to provide or apply for a NCCHC prior to commencing.)			

Qualifications – other than Academic (as stated on Curriculum Vitae)

i.e. First Aid, Coaching, Bus Licence.

Qualification	Issued by	Year Awarded	Expiry Date (if applicable)

Professional Memberships

Please include details of any professional memberships i.e. English Teachers Association.

Organisation	Year Joined	Level of Involvement

Personal and community interests

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Gaps in employment History (explanation, if applicable)

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Why are you seeking a position at John Septimus Roe Anglican Community School?

How do you display commitment and enthusiasm in your role?

Why do you believe that you could be a valuable member of the staff of John Septimus Roe Anglican Community?

Church Membership

Are you a member of a Church? Yes No

If yes, please indicate which denomination: _____

Mandatory Reporting Training (Teachers, Psychologists, School Counsellors & Early Childhood workers)

Have you completed Mandatory Reporting training this year? Yes No

If you answer Yes, and you are the successful candidate, you will be required to provide a copy of your certificate.

Referees

Referee 1 (Current Line Manager – preferred)

Name: _____ Position: _____

Relationship: _____ Business Number: _____

Mobile: _____ Email: _____

Referee 2

Name: _____ Position: _____

Relationship: _____ Business Number: _____

Mobile: _____ Email: _____

Referee 3

Name: _____ Position: _____

Relationship: _____ Business Number: _____

Mobile: _____ Email: _____

Please note:

- Feedback will only be given to candidates who reach the interview stage.
- Applications will be held for a period of 12 months unless the applicant advises otherwise.
- Information that you provide on this application and throughout the selection process will be collected by JSRACS and provided to staff involved in the recruitment process.

Declaration

I understand and agree that:

1. If any information given by me in this application (or in subsequent interviews as part of the selection process) is found to be false, or if I am found to have deliberately misrepresented or omitted any relevant information, JSRACS may refuse to employ me, or if I am already employed may terminate my employment.
2. An offer of employment is not deemed to be valid unless formally made in writing by the JSRACS Principal and signed by me as an indication of my acceptance of the offer and conditions set out therein.
3. If I am the successful candidate, my appointment will be subject to a probationary period to be confirmed in a formal offer of employment.

Applicant's Signature: _____ Date: _____