



## *Presbyterian Ladies' College*

MELBOURNE

# APPLICATION FOR EMPLOYMENT NON TEACHING STAFF

Position applied for

*(Please circle)*

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 circle response)*

**Yes**

**No**

If yes, Working With Children Check Employee card no.

Have you ever been previously employed with PLC? *(Please circle response)*

**Yes**

**No**

If yes, please give details

Do you have any relatives currently employed at PLC? *(Please circle response)*

**Yes**

**No**

If yes, please give details

Do you have any relatives currently attending PLC or enrolled to attend in the future?  
*(Please circle response)*

**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 circle response)

Are you an Australian citizen?

Yes

No

**Current employment** (please circle response)

Are you currently employed?

Yes

No

If yes, state current employer and job title

**Other employment** (please circle response)

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 circle one)

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 circle one)

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 5: ADDITIONAL COURSES UNDERTAKEN (not listed on previous page)**

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**SECTION 6: PROFESSIONAL REFEREES**

**Referee 1**

Full name \_\_\_\_\_

Position/Organisation \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_ Mobile \_\_\_\_\_

**Referee 2**

Full name \_\_\_\_\_

Position/Organisation \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_ Mobile \_\_\_\_\_

**Referee 3**

Full name \_\_\_\_\_

Position/Organisation \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_ Mobile \_\_\_\_\_

**SECTION 7: MEMBERSHIP OF ORGANISATIONS (Professional, Religious, Cultural, Social Sporting)**

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**SECTION 8: OUTSIDE ACTIVITIES/HOBBIES/INTERESTS**

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**SECTION 9: PRESENT EMPLOYER**

Is your present employer aware of this application/enquiry? *(please circle response)* **Yes** **No**

## SECTION 10: NOTICE

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

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## 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 \_\_\_\_\_

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**PLEASE COMPLETE AND INCLUDE THIS FORM WITH YOUR APPLICATION**

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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  
Acting Principal  
Presbyterian Ladies' College, Melbourne  
141 Burwood Hwy  
BURWOOD VIC 3125

Email: [employment@plc.vic.edu.au](mailto:employment@plc.vic.edu.au)