



## *Presbyterian Ladies' College*

MELBOURNE

# APPLICATION FOR EMPLOYMENT ACADEMIC STAFF

Position applied for

(Please tick)

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

Victorian Institute of Teaching (VIT) Registration No:

Have you ever been previously employed as a teacher with PLC? (Please tick response) **Yes** **No**

If yes, please give details

Do you have any relatives currently employed at PLC? (Please tick response) **Yes** **No**

If yes, please give details

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

Are you an Australian citizen?

Yes

No

### Current employment *(please tick response)*

Are you currently employed?

Yes

No

If yes, state current employer and job title

### 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: TEACHING EMPLOYMENT HISTORY

Teaching Service (documentary evidence must be provided. Additional sheets may be attached if there is insufficient space)

Please list your current employer and subjects and year levels taught

School/Institution	Date from	Date to	F/T P/T Casual	Subject/s

### Other employment *(please tick 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

## 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: PRESENT EMPLOYER

Is your present employer aware of this application/enquiry? *(please tick response)*

Yes

No

## SECTION 11: NOTICE

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

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## SECTION 12: 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 Dawn Clements  
Principal  
Presbyterian Ladies' College, Melbourne  
141 Burwood Hwy  
BURWOOD VIC 3125

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