



*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 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 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)