



Dear Applicant,

Thank you for your enquiry regarding a position with Gloucester PreSchool & Early Years Learning Centre.

Please find enclosed an 'Application for Employment Form'.

When completing an application for employment, you should submit a covering letter, a certified copy of your qualifications and other requested certificates, skills and experience in relation to the essential criteria for the position advertised, along with a copy of your resume.

Your Resume should include a brief summary of your work history, contact details, academic training and education, courses attended i.e., in-service, two recent work-related referees, and other relevant information.

Your application should be marked 'Confidential' and forwarded to:

Director

Gloucester Pre-School & Early Years Learning Centre

52 Hume Street

Gloucester NSW 2422

Or emailed to:

assistant.director@gloucesterpreschool.com.au

Application for Employment Form - Confidential

Position Applied for:

- | | |
|---|--|
| <input type="checkbox"/> Director/Early Childhood Teacher | <input type="checkbox"/> Early Childhood Teacher |
| <input type="checkbox"/> Early Childhood Educator Diploma | <input type="checkbox"/> Early Childhood Worker CIII |
| <input type="checkbox"/> Early Childhood Trainee CIII | <input type="checkbox"/> Administrative Assistant |
| <input type="checkbox"/> Cook | <input type="checkbox"/> Other: _____ |

Your Details

Title: _____ Surname: _____

Given Names: _____

Gender: Female Male

Address: _____

_____ Post Code _____

Telephone: Home: _____

Work: _____

Mobile: _____

Email: _____

Date of Birth: ____/____/____ Drivers Licence No: _____

Community Language _____

Are you an Australian citizen? Yes No

If no, do you have the legal right to work in Australia? Yes No

Are you?

Aboriginal Torres Strait or South Sea Islander



(You will be asked to provide proof of your right to work)

Have you been convicted of a criminal offence in any way related to this position? Yes No

Have you ever been subject to any compliance action or disciplinary proceedings under the National Education and Care Services National Law or any Education and Care Services Regulations. Yes No

Have you any physical or health problem, including a physical condition, injury or psychiatric condition which may impinge your performance of the duties required in this position? Yes No
If yes, please give details

Have you sustained a work related injury and received Yes No

Workers Compensation payments in the past 5 years?

If yes, please give details

School Education

Name of School _____

Highest level reached _____ Year Completed _____

Qualification obtained

Tertiary Education

Name of Institution _____

During Years _____

Qualification _____

Degree, Diploma or Certificate conferred

(Please attach a certified copy to your application)

Employment History (Show present or most recent employer first)

Employer name _____ from _____ to _____

Position held _____

Main responsibilities

Reasons for leaving

Employer name _____ from _____ to _____

Position held _____

Main responsibilities

Reasons for leaving

Employer name _____ from _____ to _____

Position held _____

Main responsibilities

Reasons for leaving

Referees

Please provide details of 2 work related referees from previous employment who may be contact to provide information on your past and/or present employment.

Name _____

Position _____

Company _____

Contact Phone Number _____



Name _____

Position _____

Company _____

Contact Phone Number _____

I have no objection to any of my employers (other than my present employer) being requested to furnish a confidential report in regard to my services, the reason for the termination of my employment or any other relevant particulars, which will assist in determining my suitability for employment.

Signature _____ Date _____

All persons applying for a position within an education and care service must hold a Working with Children Check number. I have no objection to the Working With Children Check being verified. Signature _____ Date _____

Statements found to be false within the knowledge of the applicant will make him or her, if employed, liable for dismissal. Gloucester Pre-School Incorporated Privacy Statement I understand that under the Privacy Amendment (Private Sector) Act 2000, all personal and private information collected by the organisation cannot be disclosed to another party without my knowledge unless the organisation is obligated to do so by law.

Signature _____ Date _____