

# ASSUMPTION COLLEGE

## Employment Application Form



*The early Marists proclaimed 'Let it be said of us, as it was of the first Christians, 'see how they love one another'. In a world thirsting for connection and belonging, we strive to be a place in which a family spirit of love, respect and mutual trust are the wellsprings of growth and healing.*

### JOIN OUR TEAM

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#### *Presence - Family Spirit – Simplicity - In the Way of Mary - Love of Work*

Assumption College holds true to the Marist pillars, providing an inclusive learning environment with a view to prepare students for all aspects of life – continually reaching higher to achieve their potential and beyond in the spirit of our motto, Quae Supra Quare. This commitment requires passionate people, with high quality skills and an inclination to share knowledge and expertise collaboratively.

### APPLICATION REQUIREMENTS

When applying for a position with us you are required to:

- Complete this application form.
- Provide a current professional resume and covering letter addressing advertised position selection criteria.
- Provide evidence of eligibility to work in Australia.
- Provide two professional references to support your application.
- Provide Proof of identification.
- Complete a Child Safety Declaration, including confirmation that you have read our Child Safeguarding Code of Conduct and Policy.
- Provide evidence of current VIT registration, or,
- Provide evidence or agree to undertake a Working With Children Check for non-teaching positions.

All staff members at Assumption College are expected to support the Catholic ethos of the College. Assumption College is an inclusive and transformative Marist community, inspiring one another to shape the future with audacity and hope. As a reflection of identity our employment practices support a respectful and supportive workplace, one that enables us to attract and retain a diverse workforce.

### DECLARATION

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I declare that I have read, understood and if appointed will abide by the College Child Safeguarding Code of Conduct, Child Safeguarding Policy and (Staff) Student Professional Boundaries Policy.

I declare that I am not, or have not been:

- The subject of any disciplinary action in a professional or employment capacity,
- Guilty of an offence which is (or would be if committed in Victoria) an indictable offence
- In breach of any requirements of the Worker Screening Act (2020) or National Criminal History Record Check, according to an assessment notice made.

Signature	Date
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Please return this form, together with a current professional resume and covering letter addressing selection criteria to the Human Resources Manager: [hr@assumption.vic.edu.au](mailto:hr@assumption.vic.edu.au). For hard copy applications, our postal address is Assumption College Kilmore, Po Box 111, Kilmore, Victoria, 3764.

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## ADVERTISED ROLE

### PERSONAL DETAILS

SURNAME	TITLE
GIVEN NAMES	
HOME ADDRESS	
MOBILE TELEPHONE	HOME TELEPHONE
EMAIL	
CURRENT EMPLOYER	
LOCATION: CURRENT EMPLOYER	
DATE OF COMMENCEMENT (OR DURATION OF EMPLOYMENT)	

Assumption College, Sutherland Street, PO Box 111, Kilmore, Vic 3764, Ph: 5783 5000

Operates as part of Marist Schools Australia

E: [HR@assumption.vic.edu.au](mailto:HR@assumption.vic.edu.au) W: [www.assumption.vic.edu.au](http://www.assumption.vic.edu.au)



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### PROFESSIONAL/EMPLOYMENT HISTORY

ACADEMIC AND PROFESSIONAL QUALIFICATIONS		
QUALIFICATION	INSTITUTION	COMPLETED (YEAR)
PROFESSIONAL EXPERIENCE (RELEVANT TO APPLICATION)		
DATES (TO/FROM)	SUMMARY OF ROLE OR DUTIES	
OTHER WORK/VOLUNTEER EXPERIENCE		
DATES (TO/FROM)	SUMMARY OF ROLE OR DUTIES	
LEADERSHIP/MANAGEMENT EXPERIENCE		
DATES (TO/FROM)	SUMMARY OF ROLE OR DUTIES	
ACHIEVEMENTS (PROFESSIONAL/ACADEMIC/COMMUNITY)		

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VIT REGISTRATION		NUMBER	
EXPIRY DATE			TYPE (PTT, PROV, FULL)
TEACHING EXPERIENCE			
DATES (TO/FROM)	SCHOOL	SUBJECT(S) & YEAR LEVEL	

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CURRENT MEMBERSHIP/AFFLIATION RECOGNISED PROFESSIONAL BODIES	
ASSOCIATION/RECOGNISED BODY	
IF RELEVANT - POSITION HELD (E.G CHAIR, COMMITTEE MEMBER, ADVISOR)	

**E:** [HR@assumption.vic.edu.au](mailto:HR@assumption.vic.edu.au) **W:** [www.assumption.vic.edu.au](http://www.assumption.vic.edu.au)



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### PARISH/CHURCH INVOLVEMENT

### OTHER INVOLVEMENT IN SUPPORT OF YOUR APPLICATION

Professional/Community/Recreational/Other

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REFEREES		
1	Name and Title	
	Professional Relationship (e.g Manager, Supervisor)	
	Contact Details (phone and email)	
2	Name and Title	
	Professional Relationship (e.g Manager, Supervisor)	
	Contact Details (phone and email)	
3	Name and Title	
	Professional Relationship (e.g Manager, Supervisor)	
	Contact Details (phone and email)	

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