

Application for Advertised Position

1. Please complete the following form and forward it attention Michelle Smith (msmith@mecs.vic.edu.au) by the due date.
Please 'save as' after completion of this form to retain the information.
2. The information supplied herein shall be treated in confidence and used by the school only in assessing the applicant's suitability for employment for the advertised position.

Advertised position applying for

Personal Details

Salutation

Marital Status (optional)

Surname

First Name

Address

Postcode

VIT Number

Full

Provisional

Telephone (BH)

(AH)

Mobile

Email Address

Church Details (if applicable)

Church (& Denomination) you attend

Name/Telephone of referee for your Christian standing

Employment Details (Current if applicable)

Name of Employer

Date Commenced

Current Salary

Years Experience

Position Held

Employment Details (Previous)

Date Commenced/Ceased

Name of Employer

Position Held

Reason for Leaving

Date Commenced/Ceased

Name of Employer

Position Held

Reason for Leaving

Date Commenced/Ceased

Name of Employer

Position Held

Reason for Leaving

Academic Details

If possible please attach copies of results completed and progress on any current courses.

Completed Tertiary Courses

Date Completed

Academic Details (continued)

Current Courses	Expected Completion Date
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First Aid Training

Please forward copies of completion certificates and progress on any current courses.

Apply First Aid	CPR	Anaphylaxis	Asthma
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Professional Reference (Please provide the names of two Professional Referees)

Written references may be attached. Referees nominated by the applicant below will be contacted by telephone.

Referee 1.

Surname		First Name
Address		Postcode
Telephone (BH)	(AH)	Mobile
Email Address		

Referee 2.

Surname		First Name
Address		Postcode
Telephone (BH)	(AH)	Mobile
Email Address		

Declaration

I declare that the details and information on this document are true, complete and correct to the best of my knowledge and I understand that any false or misleading statement will be sufficient cause to deny employment.

I **have/** **have not** had criminal convictions recorded against me since my Police Check for VIT registration; and there **are/** **are no** outstanding matters against me pending before a court. (If yes, please attach details.)

I undertake to support and accept the MECS Association's distinctive form of Christian Education as expressed in the Educational Creed (see MECS website www.mecs.vic.edu.au).

Full Name

Date