

**Application for Advertised Position**

1. Please complete the following form and forward it attention Michelle Smith ([msmith@mecs.vic.edu.au](mailto: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

WWC Number/Expiry

National Police Check

Date

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 the date on my Working with Children Check; 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](http://www.mecs.vic.edu.au)).

Full Name

Date