

Non-Teaching Application Form for Mount Evelyn Christian School/Ranges TEC

1. Please complete this form and email to jobs@mecs.vic.edu.au along with your CV and cover letter.
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	Title	Mr	Mrs	Miss	Ms	Marital Status (optional)
Surname						First Name
Address						Postcode
Mobile						Email Address
WWC Number/Expiry					National Police Check	Date

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
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Academic Details (continued)

Current Courses

Expected Completion Date

First Aid Training

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

Apply First Aid

CPR

Anaphylaxis

Asthma

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

Company Name

Position Held

Mobile

Email Address

Referee 2.

Surname

First Name

Company Name

Position Held

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.

Full Name

Date