

Staff Application Form

Full Name: _____ Contact Number: _____

Address: _____ Post Code: _____ Email: _____

Position & Availability: Position Applied For: _____

Are you applying for:

- Temporary or Casual work Yes or No
- Regular part-time work? Yes or No
- Regular full-time work? Yes or No

Times available	Monday	Tuesday	Wednesday	Thursday	Friday

Why would we wish to employ you over others of the same qualifications and experience? _____

You are applying for a position within a Christian organisation, how do your beliefs support the work and mission of this organisation?

Are you a Christian? – N/A Yes No **If so, and you attend church, please provide the contact details and name of the Church you attend & Pastor:** _____

Employment History:

You should be prepared to detail each position for the past five years, and account for any gaps in employment during that period. Are you currently employed? Yes or No

If you are currently employed, may we contact your current employer? Yes or No

If hired, & considering any notice you may need to give, date available for work? ____ / ____ / ____

Employer Name: _____ Contact Name: _____ Phone: _____

Address: _____ Email: _____

Position: _____ Reason for Leaving: _____

Previous related employment, qualifications, interests & skills: Please attach your CV with a covering letter.

Include for each employer (*Detail – Contact info, position, length of service, reason for leaving*) for the past five years. Please include any interests and skills you bring to the position e.g. languages, cooking skills, musical instruments played, sports interests, travel, singing, any fun facts about you. Have you been involved in any projects which reflects our values e.g. volunteering, research projects?

References: Please include in your CV.

List a minimum of three (*max 5*) persons and their contact details (*name, position, phone, email, years acquainted*) who have knowledge of your work performance within the last four years. Minimum of X2 professional references.

Declaration:

I certify that information contained in this application and my attached CV / documentation is true and complete. I have declared anything which may affect my employment and capacity to fulfil my duties for the position I am applying for. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature: _____

Date: _____

Mail applications to: General Manager, 125 Pigdons Road, Waurin Ponds, Victoria 3216 or email admin@rtc.edu.au