

APPLICATION FOR EMPLOYMENT - NON TEACHING

Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025

This application should be supported by a letter addressing the criteria/position requirements.

1. SCHOOL AND POSITION

Name of School

Position of

Permanent

Temporary

Casual

2. PERSONAL DETAILS

Surname

Given name/s

Preferred Name

Title

D.O.B

Sex

Former names (if applicable)

Address

Postcode

Address for correspondence

(if different from above)

Postcode

Private Phone

Work Phone

Mobile Phone

Email

Country of Citizenship

Australian Resident

Yes

No *(if no, please attached a copy of Working VISA)*

Church currently attending

How long

WWC Clearance Number

WWC Verification Website

WWC Expiry

ORAN PARK ANGLICAN COLLEGE

60 Central Avenue, Oran Park

T 4604 0000 E employment@opac.nsw.edu.au W opac.nsw.edu.au

An Anglican Schools Corporation School

052022.V02



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3. EDUCATION

SECONDARY EDUCATION

Highest Award	School Attended	Year of Award

TERTIARY EDUCATION (including current incomplete courses)

Name and Location of Institution	Years of Attendance	Award Conferred	Date Conferred

RELEVANT TRAINING OR DEVELOPMENT (In general, within the last 3 years)

Name and Location of Institution	Years of Attendance	Award Conferred (if applicable)	Date Conferred

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4. EMPLOYMENT HISTORY - PRESENT

Name of Employer

Address of Employer

Postcode

Name of Manager

Commencement Date

Current Position

Other Position(s) Held
with Present Employer

Current Salary

PAST EMPLOYMENT (in reverse order from most recent employer)

From	To	Name and Address of Employment	Employment Status	Years Completed*

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5. DECLARATION

Do you have any illness/injury/health problem that may render you unable to carry out the inherent requirements of the position?

Yes

No

If you have answered Yes to the above questions, please attach details.

I certify that the information provided by me in this application form is correct and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or the termination of any employment that may be offered.

Signature

Date

6. ATTACHMENTS

Listed below are documents relevant to your application. Please submit copies that have been verified as true copies of the original by either a Justice of the Peace or a Solicitor.

Please note that copies are required of all applicable documents. Please tick where attached.

1. '100 point' proof of identity (e.g. passport, birth certificate & licence/Medicare card)
2. Proof of citizenship / Australian residency (e.g. birth certificate, passport, visa)
3. Details of any relevant illness/injury
4. Working with Children Check Clearance number
5. Working VISA, if applicable

Please return my documents, as appropriate, if my application is unsuccessful.

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7. OTHER

List your special interests that may be of service to this College

Why would you like to join the staff of this College?

What role does the Bible play in your daily life?

Explain how your faith in Jesus Christ will affect your role within this College

To which Church do you belong

How often do you attend this Church

Weekly

Occasionally

Rarely

Who is the Minister?

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REFEREES (one of which must be a Minister of Religion)

Name	Address	Phone	Position

To help arrange interview times please indicate the most suitable time for you. Where possible we will endeavour to meet your request.

Where did you hear about this position? (e.g. Seek, friend, etc)

*If using a web based mail program, you will need to save this PDF and attach it separately to return, email to:
employment@opac.nsw.edu.au*

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The Anglican Schools Corporation

Anglican Schools Corporation Employment Application Collection Notice

1. In applying for a position with Anglican Schools Corporation (ASC), whose operations includes schools that are listed on the ASC website (www.tasc.nsw.edu.au), you will be providing ASC with personal information. We can be contacted at Level 3, 4-8 Woodville Street, Hurstville NSW 2220, 02 8567 4000, enquiries@tasc.nsw.edu.au.
2. We collect your personal information directly from you (for example, your name and address or information contained on your resume). We may also collect it from other sources (such as your referees and the results of other background and working with children checks). We collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The ASC Privacy Policy, accessible on the ASC website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which ASC has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or where ASC is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons).
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to collect information under child protection laws. We may also collect personal information about you in accordance with these laws.
6. ASC may use online or 'cloud' service providers to store personal information and to provide services to ASC that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which maybe situated outside Australia. Further information about ASC use of on online or 'cloud' service providers is contained in the ASC Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to ASC and why.

September 2021

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