



# Application for Employment

## Personal Details

Surname:	<input type="text"/>	Given Names:	<input type="text"/>
Date of Birth:	<input type="text"/>	Gender:	F <input type="checkbox"/> M <input type="checkbox"/>
Street Address:	<input type="text"/>	Post Code:	<input type="text"/>
Suburb:	<input type="text"/>	Fax:	<input type="text"/>
Phone:	<input type="text"/>	Email:	<input type="text"/>
Mobile:	<input type="text"/>		
Are you a permanent Australian resident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If No: Do you currently hold a working visa?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you hold a current driver's licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes: In what state or territory was it issued?	<input type="text"/>		Expiry Date: <input type="text"/>

## Resume (These items are essential for your application to be considered)

Is a copy of your current resume attached? <i>This must include your work history and at least two Referees</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are certified copies of your educational qualifications attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you attached a completed vocational competencies form? <i>Trainer Applications Only</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Position Applied for

Position Title:	<input type="text"/>
Location:	<input type="text"/>
Role	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual <input type="checkbox"/> Contractor

## Medical

A disability or medical condition is **NOT** a barrier to consideration of an employment application. To assist in assessing opportunities for your placement in appropriate employment please indicate whether you have a disability or injury likely to affect your work performance or which could recur or be aggravated by the type of work for which you are applying

Do you have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details of your disability?	<input type="text"/>	

## Declarations

National College Australia is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, colour, religion, gender, sexual orientation, national origin, citizenship, age or disability. Your opportunity for employment with this organisation depends solely on your qualifications, skill and verified experience.

### Privacy

National College Australia collects personal information for the purposes of processing and considering your application. We will use the information collected only for these purposes and will not disclose personal information unless authorised by you or as required by law.

We may disclose personal information contained in your application to nominated referees in order to verify statements contained in your application. Sensitive and health information is only collected and disclosed with your consent or as permitted by law. Failure to provide some or all of the information requested may result in your application not being processed. Your information is treated as confidential and managed in accordance with the Company's Privacy Practices, as per the Privacy Act.

In exchange for the consideration of my job application by National College Australia, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of the staff handbook and the management system documents and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of National College Australia, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Principal Executive Officer of the College.

Unless otherwise stated in a written and signed instrument, both the undersigned and National College Australia may end the employment relationship at any time, with a minimum of fourteen days notice in writing without stating specified reasons.

If employed, I understand that National College Australia may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits, unless otherwise agreed in a written and signed instrument.

I authorise investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give National College Australia permission to contact training organisations, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I understand that my employment with National College Australia shall be probationary for a period of 3 months, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party unless otherwise agreed in a written and signed instrument.

### Confidential Information

During your time at National College, you will be exposed to confidential information from a range of sources. Confidential information means all information including but not limited to: computer software and programs; training curriculum and materials; technical information, corporate knowledge, processes, ideas and concepts; formulae, trade secrets and drawings; business contacts, suppliers, clients and customers; business models, plans and operating policies; intellectual property; financial data and company transactions. Confidential information does not include information in the public domain (unless it is in the public domain through a breach in confidentiality).

Any confidential information of the College or any related body gained by you must be kept confidential and must not be used directly or indirectly other than for the purposes of the Organisation. At all times confidential information remains the property of the Organisation and at no time shall you gain any proprietary rights in respect of such property. It is your responsibility to take all practicable steps to prevent unauthorised disclosure or release of confidential information. Upon termination of employment by either party you must return to the Organisation all documents prepared by you and any equipment, tools or other devices owned by the organisation in your possession.

I have read this copy of National College Australia's Confidentiality Agreement. I am aware any violation of this policy could lead to dismissal or in some circumstances prosecution. I therefore understand and agree to abide this confidentiality agreement.

### Intellectual Property

During the course of your employment, you may come across intellectual property, which covers all present and future copyright, registered and unregistered trademarks, patent design or circuit layout rights. This may also include industrial property rights arising from statute, under common law. You agree to immediately disclose to the organisation any written material, inventions or intellectual property that you produce or discover during the term of your employment agreement, which are connected with or in anyway affect, related to or are capable of being used or adapted for use in connection with the business or the business of any related organisation.

### Employment Screening and Police Checks (Please note you are required to complete a separate form for a Police check)

I certify that the information provided on this application is accurate and I understand that if I have provided false or misleading information it may result in a decision not to employ me or, if already employed, may lead to my dismissal. I am aware that if I am considered for employment in a position primarily relating to children or aged persons, several screening processes will be undertaken to check my suitability, including: a national criminal record check for offences involving sexual activity, acts of indecency (whether involving child or adult), child abuse or child pornography; a check for relevant apprehended violence orders taken out by a police officer or other public official for the protection of children; and checks for completed relevant disciplinary proceedings involving child abuse, sexual misconduct and acts of violence in the workplace that involve children, are directed at children, or took place in the presence of children.

I understand that convictions, or charges proven in court but not proceeding to a conviction, relating to sexual activity, acts of indecency, child abuse or child pornography will automatically prohibit my employment in a child-related position. I am aware that if I am a 'registrable person' under the Child Protection (Offenders Registration) Act 2000, I am prohibited from employment in a child-related position.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an approved screening agency from sources such as courts, police, prosecutors and past employers to enable a full and informed assessment. I understand that if additional information is not obtained, an approved screening agency may provide an assessment about me to an employer that is not based on all relevant available information.

I acknowledge that any information obtained as part of these processes may be used by Australian Police Services for law enforcement purposes including the investigation of any outstanding criminal offences.

I consent to these checks being conducted annually so long as I am employed by National College Australia and am aware that any information obtained through these processes may be provided to my current or prospective employers for employment screening purposes.

Applicant's signature

Date: