

Scotch College Employment Declaration

To be considered for employment in any capacity at Scotch College Adelaide, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a “Yes” response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary. If you have any questions about the Declaration, please contact the People and Culture Team on 8274 4333.

Dr / Mr / Mrs / Ms / Other: _____ SURNAME: _____

GIVEN NAMES: _____

FORMER NAMES (please ensure your FULL name is included): _____

DATE OF BIRTH (optional): _____ TELEPHONE: _____

ADDRESS: _____ POST CODE: _____

EMAIL: _____

Please tick the statement that best describes your working rights in Australia: Australian/NZ Citizen Permanent Australian Resident VISA with working rights (please provide a copy) Other (please specify) _____

Teacher Registration No. (if applicable): _____

You must provide the ORIGINAL TRB teacher registration certificate (if applicable) and evidence of a valid, current DHS Working With Children Check for sighting.

POSITION FOR WHICH APPLICATION IS MADE: _____

Please respond to the questions below and sign the Declaration at the end of this form:

- Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received) Yes No
- Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? Yes No
- Have you ever or are you currently the subject of an investigation or process being undertaken by your employer, a regulator/registrar or police? Yes No
- (a) Have you ever been the subject of adverse findings in the course of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? Yes No
 (b) If no to question 4(a), did you resign during the course of a process/investigation and prior to any findings being made? Yes No N/A
- (a) Have you ever been the subject of adverse findings relating to allegations of misconduct by you including of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? Yes No
 (b) If no to question 5(a), did you resign during the course of a process/investigation and prior to any findings being made? Yes No N/A
- Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? Yes No
- (If applicable) Do you have conditions on your SA teacher registration? Yes No N/A

Please note: If you answer YES to any of the above questions, you are required to provide comprehensive support details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets). If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged with the Principal (or their delegate)

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed. The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the Principal should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations. If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the Principal immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to Scotch College Adelaide.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

SIGNED: _____ DATE: _____

Scotch College Adelaide

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