



EMPLOYMENT APPLICATION FORM

All applications for employment at The Hills Grammar School must be accompanied by this form.

Position Applying for	
Working with Children Clearance/Application Number	

Full Name	
Address	
Contact Phone Number	
Contact Email Address	
Right to Work in Australia? Yes/No	
Visa Details (if applicable)	

QUALIFICATIONS:

Qualification/s	Institution/s	Major/s	State/ Country	Year Commenced	Year Completed

TEACHER ACCREDITATION – Please complete if applicable

Prior to employment, The Hills Grammar School ensures all teachers to have a current/active membership and their qualifications meet the standards as required by the NSW Education Standards Authority (NESA).

NESA Registration Number	
Current Accreditation Status	

TWO PROFESSIONAL REFERENCES – Name, position title and phone number to be included

1.
2.

Employment Collection Notice

1. In applying for this position, you will be providing The Hills Grammar School with personal information. We can be contacted at:
 1. Address: 43 Kenthurst Road, KENTHURST NSW 2156
 2. Phone: 02 9654 2111
 3. Fax: 02 9654 2205
 4. Email: humanresources@hillsgrammar.nsw.edu.au
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application. If your application is unsuccessful, we may keep your information on file in the event another position becomes available.
3. The School will store this information for a period of 12 months. After a period of 12 months, all applications are disposed of securely.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We may disclose this kind of information to the following providers: NSW Education Standards Authority (NESA), Office of the Children's Guardian which is part of the NSW Government, the Department of Immigration and Border Protection (to confirm Visa conditions where applicable) and Insurance and Care NSW (ICARE).
6. Prior to an offer of employment, the School is required to verify your Working with Children status under the Commission for Children and Young People Act 1998. We may also collect personal information about you in this process.
7. The School may use online or 'cloud' service providers to store personal information and to provide services to the School 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. The School uses a Microsoft 'cloud' service which is based in Australia.
8. If you provide us with information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information for an indefinite period.

Declaration by Applicant

In submitting your application to the Hills Grammar School, you declare -

- a) that the information contained in my application is to the best of my knowledge true and correct in every particular;
- b) that I understand that any false declaration made by me will disqualify me from appointment.