

Please return this form to:  
employment@queenwood.nsw.edu.au



## Application for Employment (Non-Teaching)

Thank you for your interest  
in Queenwood School.  
We look forward to receiving  
your application.

Please complete a cover letter, CV and this  
form, save as a PDF and send to  
[employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)

This form must be part of your application as incomplete  
applications will not be considered.

For permanent and temporary appointments, this  
application should be supported by a letter addressing  
the criteria/position requirements.

### 1. Position

POSITION OF

HOW DID YOU HEAR ABOUT THE POSITION?

SEEK

WORD OF MOUTH

IB SCHOOLS AUSTRALASIA

LINKEDIN

REFERRAL

OTHER Please specify

## 2. Personal details

TITLE (Mr, Mrs, Ms, Miss, Dr)		GIVEN NAMES	
SURNAME		FORMER NAMES If applicable	
DATE OF BIRTH	/	/	EMAIL
RESIDENTIAL ADDRESS			
SUBURB		STATE	POSTCODE
ADDRESS FOR CORRESPONDENCE If different from residential			
SUBURB		STATE	POSTCODE
HOME PHONE		MOBILE PHONE	
COUNTRY OF CITIZENSHIP		AUSTRALIAN RESIDENCY	YES NO
PLEASE PROVIDE YOUR NSW WORKING WITH CHILDREN CHECK (WWCC) NUMBER:			

## 3. Education

**TERTIARY EDUCATION** Including current incomplete courses:

NAME AND LOCATION OF INSTITUTION			
AWARD	YEARS OF ATTENDANCE	GRADUATION DATE	/ /
NAME AND LOCATION OF INSTITUTION			
AWARD	YEARS OF ATTENDANCE	GRADUATION DATE	/ /
NAME AND LOCATION OF INSTITUTION			
AWARD	YEARS OF ATTENDANCE	GRADUATION DATE	/ /
NAME AND LOCATION OF INSTITUTION			
AWARD	YEARS OF ATTENDANCE	GRADUATION DATE	/ /

## 4. Employment History

### PRESENT EMPLOYMENT:

PLACE OF EMPLOYMENT	EMPLOYER	
ADDRESS OF EMPLOYMENT		
SUBURB	STATE	POSTCODE
CURRENT POSITION	STARTING DATE	/ /
OTHER POSITION(S) HELD WITH PRESENT EMPLOYER		

CASUAL      PART-TIME      FULL TIME

### PAST EMPLOYMENT In reverse order from most recent employer:

1. EMPLOYER NAME	STARTING DATE	/ /		
ADDRESS	ENDING DATE	/ /		
CASUAL	PART-TIME	FULL TIME	YEARS COMPLETED*	DAYS COMPLETED*
2. EMPLOYER NAME	STARTING DATE	/ /		
ADDRESS	ENDING DATE	/ /		
CASUAL	PART-TIME	FULL TIME	YEARS COMPLETED*	DAYS COMPLETED*
3. EMPLOYER NAME	STARTING DATE	/ /		
ADDRESS	ENDING DATE	/ /		
CASUAL	PART-TIME	FULL TIME	YEARS COMPLETED*	DAYS COMPLETED*
4. EMPLOYER NAME	STARTING DATE	/ /		
ADDRESS	ENDING DATE	/ /		
CASUAL	PART-TIME	FULL TIME	YEARS COMPLETED*	DAYS COMPLETED*
5. EMPLOYER NAME	STARTING DATE	/ /		
ADDRESS	ENDING DATE	/ /		
CASUAL	PART-TIME	FULL TIME	YEARS COMPLETED*	DAYS COMPLETED*
6. EMPLOYER NAME	STARTING DATE	/ /		
ADDRESS	ENDING DATE	/ /		
CASUAL	PART-TIME	FULL TIME	YEARS COMPLETED*	DAYS COMPLETED*

## 5. Confidential Referees

PLEASE PROVIDE THREE CONFIDENTIAL REFEREES:

Referee 1.

NAME

RELATIONSHIP

EMAIL

PHONE

Referee 2.

NAME

RELATIONSHIP

EMAIL

PHONE

Referee 3.

NAME

RELATIONSHIP

EMAIL

PHONE

## 6. Health

Do you have any previous medical conditions or restrictions, physical or otherwise (including learning disability), which may affect your ability to preform the essential requirements of this position

YES

NO

IF YES, WHEN PROVIDING FURTHER DETAILS PLEASE INCLUDE ANY REASONABLE ADJUSTMENT WHICH COULD BE CONSIDERED TO ACCOMMODATE YOU IN THE WORKPLACE:

HAVE YOU EVER MADE A WORKERS COMPENSATION CLAIM?

YES

NO

IF YES, PLEASE PROVIDE DETAILS:

## 7. 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. Proof of citizenship / Australian residency (e.g. birth certificate, passport, visa)

2. A cover letter with contact details addressing the criteria and position requirements.

3. A Curriculum Vitae (CV)

4. University or College final transcript of academic results indicating eligibility for Award

5. Other Degrees, Diplomas or Certificates

6. Disclosure of any previous workers compensation claim

The successful applicant will be required to:

- Apply for a Working With Children Check and forward evidence of clearance to work with children (for further information, visit: [service.nsw.gov.au/transaction/apply-working-children-check](http://service.nsw.gov.au/transaction/apply-working-children-check)); and
- Provide evidence of right-to-work in Australia in order to commence employment at Queenwood.
- All coaching staff are required to provide a copy of their current and valid First Aid Certificate.

## 8. Declaration

I declare that the information provided by me on my application and during the recruitment process is true and correct to the best of my knowledge and belief.

I understand this application does not constitute an offer of employment.

NAME

SIGNATURE

DATE

/

/

Please email all inquiries and completed application forms to:

Email [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)

This content will be saved in a secure database. For more information about our data collection processes, please refer to our privacy policy: [Queenwood-s-Privacy-Policy.pdf](#)