

Contractor Application Form



Grounds & Maintenance Contract

It is a requirement that all applicants complete this form. As an applicant, you must complete all parts of the form. Any false or incomplete statement/information that you provide in this form, or in connection with your application, may lead to a rejection of your application. Any information you provide in this form may be checked by the school with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-engagement checks. Information you provide will be treated in accordance with the Privacy Act 1988 (Cth).

I wish to apply for the **contractor role of Grounds and Maintenance** advertised in the:

on

_____ (Newspaper, website, etc.)

_____ (Date)

PERSONAL	TITLE		FIRST NAME		LAST NAME	
	<input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER					
	ADDRESS			CONTACT DETAILS		
				Mobile		
				Email		
	BUSINESS NAME					
ABN						
EDUCATION	QUALIFICATIONS ATTAINED		YEAR COMPLETED		NAME OF INSTITUTION	
	ANY OTHER RELEVANT INFORMATION					
CURRENT ENGAGEMENT	CURRENT PLACE OF ENGAGEMENT (if relevant)				POSTION	
	ADDRESS OF CURRENT PLACE OF ENGAGEMENT (if relevant)				PHONE NUMBER	
					DATE BEGAN	
DUTIES						

PREVIOUS ENGAGEMENT	EMPLOYER'S NAME AND ADDRESS	POSTIONS/DUTIES	DATES	
			FROM	TO
<i>(Note: You must list details of all your recent employers /clients and all previous employers/clients where the work involved children. If more space is required, attach a separate sheet.)</i>				
VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS	POSTIONS/DUTIES	DATES	
			FROM	TO
<i>(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet.)</i>				
REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER
PRE-ENGAGEMENT DISCLOSURE QUESTIONS				
<i>It is a requirement of the school that contractors be a person suitable to work in child-connected work. Each of the following questions are relevant to the school understanding and determining your likely ability to meet this requirement. You must answer each question.</i>				
1. Have you ever had any disciplinary action taken against you by an employer? Has a client ever ended a contract for reasons associated with conduct?				
<input type="checkbox"/> NO <input type="checkbox"/> YES <i>If yes, please provide details.</i>				
2. Have you ever had any finding of improper or unprofessional conduct made against you by an employer or other body?				
<input type="checkbox"/> NO <input type="checkbox"/> YES <i>If yes, please provide details.</i>				
3. Have you ever been subject to an investigation by an employer or other body?				
<input type="checkbox"/> NO <input type="checkbox"/> YES <i>If yes, please provide details.</i>				

4. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?

NO YES *If yes, please provide details.*

5. Do you consent to the school contacting the appropriate person at any or all of your former places of employment or clients (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–4 above and to ask about your suitability to work with children?

NO YES *If no, please provide details.*

APPLICANT DECLARATION

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my work history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for engagement, or if engaged, may result in the termination of my engagement.

I understand that all applicants are required to undergo background screening and a National Police Record Check. I consent to such screening and checks in connection with my application. I consent to the school making inquiries of any or all of my previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my suitability to work in child-connected work. I understand and accept that my engagement requires compliance with the school's child-safety policy and code of conduct. I have read and understand the school's child-safety policy and code of conduct.

Signature	Date / /
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