

## **JOB APPLICATION FORM**

### **PROGRAM SUPPORT STAFF** (Child Care and Education Centres & School Age Care)

Position Applied for .....

NOTE: Applicants may, but are not required to, attach a separate statement addressing the selection criteria for this position.

Return completed form by either:

Post to: PO Box 1066, Tuggeranong, ACT, 2601  
or Fax: (02) 6293 6555  
or email: admin@commsatwork.org

#### **1. Applicant Details**

Name .....

Street .....

Suburb ..... State ..... Postcode .....

Telephone ..... (home) ..... (mobile)

Email .....

Postal Address .....

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Driver's Licence No: .....

Date of Birth .....

Are you an existing employee or a volunteer with Communities@Work

Have you previously applied to Communities@Work for employment

**2. Citizenship**

If you are not an Australian citizen or permanent resident, please provide the following information

Passport Number (if applicable) .....  
(if applicable please include a photocopy )

Details of your Visa/and or work permit.....  
(if applicable please include a photocopy of your visa/work permit)

**3. Education and Qualifications Details**

Date of Attendance (most recent first)	Institution attended	Qualification (s) achieved

Do you hold a current first aid certificate?

If yes Expiry date .....

Do you hold a Food Handler Certificate?

Do you have a Non-English speaking background?

Do you speak, read or write in another language other than English?

If Yes, which language/s.....  
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Are you an Aboriginal or Torres Straight Islander?

**4. Previous Employment history**

(please list details of your last three positions)

Date of Employment	Name of employer	Position Title

If successful, how much notice do you need to provide to your current employer?.....

**5. Referees**

List at least two referees whom we can contact regarding your suitability for the position.  
(We recommend you contact your referees before submitting their details)

Name of Referee	Relationship to Applicant	Contact telephone number

**6. Criminal History**

This section requires you to declare whether or not you have been convicted of a criminal offence. Please note that if you are selected for this position you will be required to undergo a Police Records check.

Have you ever been convicted of a criminal offence?

Are you the subject of any criminal charges pending before a court?

If Yes please give details .....

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**7. Medical Information**

It is important we do not place you in a situation where health issues you may have will result in avoidable risk to yourself and others.

You should advise us (by providing details below) if you have any disability, infectious disease, medical condition or illness, or are taking any medication or have a current Workers Compensation Claim which may in any way impair your performance of the duties of the position (see duty statement). If you are not sure whether your condition is relevant, you should declare it.

Yes / No (If Yes, please give details)

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To manage any risks that may arise, it may be necessary for us to seek further assessment from a medical practitioner. We will advise you if this is required.

**8. Program Support Staff**

Please indicate availability to work in child care services provided by Communities@Work

✓	I am available to work in the following areas:
	<b>Child Care and Education Centres</b> (for children aged birth to school entry) 11 centres operating between the hours of 7:30 am to 6:00 pm
	<b>School Age Care</b> - during school terms (for children enrolled in Primary school): <ul style="list-style-type: none"> <li>• 8 sites offering <b>before school care</b> 7:30 am to 9:00 am</li> <li>• 14 sites offering <b>after school care</b> 2:30 pm to 6:00 pm</li> </ul>
	<b>Vacation Care</b> (School Holidays) 8:00 am to 6:00 pm (Children enrolled in Primary school)

I am available to work (please notes times and dates you are available)

Monday .....

Tuesday .....

Wednesday .....

Thursday .....

Friday .....

Additional Information .....

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**9. Recruitment Information**

Please attach information to support your application, such as:

- Your curriculum vitae, or
- Copy of Qualifications, transcripts
- Copy of first aid, food handler
- Copy of driver's licence

Please ensure that you have attached a statement addressing the selection criteria, if required for this position (see page 1)

Thank you for applying for this position. You will be contacted by telephone if you are selected for an interview.

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I \_\_\_\_\_ certify that the above information is true and correct

Date: .....