

A close up of a logo

Description automatically generated

**EMPLOYMENT: Application Form**

**This form is to be completed using *Word*, saved electronically,**

**and sent as a PDF to the HR Manager at** [**hr@hvgs.nsw.edu.au**](mailto:hr@hvgs.nsw.edu.au)

# HVGS Employment Application Form

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| **This application is for the following position:** |

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| **Personal Details** |
| Title: Given Names: Surname: |
| Address: Postcode: |
| Telephone [Bus.Hrs]: [Mobile]: |
| Email: |
| Date of Birth: Country of Birth: |
| NESA (NSW Institute of Teachers) Registered: YES / NO (Please circle) |
| If Yes, Institute No: Accreditation Level: |
| Working with Children Check Number: Applying for: Permanent 🞎 One-Year Contract 🞎 |

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| **Academic Qualifications** Note: Successful applicants will be required to provide certified copies of their qualifications. | | | |
| **Degree/Diploma**  *e.g. Bachelor of Education* | **Institution**  *e.g. University of Sydney* | **Year of Completion**  *e.g. 2010* | **Major**  *e.g. Primary Education* |
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| **Teaching Experience**  Previous experience – full-time teaching experience (most recent first). Include significant teaching experience and include full-time experience. If experience refers to casual or practicum please indicate this so as not to mislead. | | | | |
| **Year(s)**  *e.g. 2011-2014* | **School/Employer**  *The Great School* | | **Classes Taught**  *e.g. Year 3 classroom teacher* | |
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| **Additional Relevant Information** | | | |
| Continuing professional development programs - special qualifications, significant courses and professional development activity.  Include **learning since 2018 only.** | |  | |
| Co-curricular activities and interests. Include only activities where you have an active involvement and those you will be prepared to be involved in if successful.  (Do not include activities where involvement is simply supervisory or passive.) | |  | |
| Other work or industry experience that is relevant to teaching and goes to establishing suitability for the role. Memberships (active) of Professional Associations and networking groups.  Presentations at conferences/workshops and academic writing, for example. | |  | |
| Include here any other information that you believe is relevant to this application and supports your case for employment. Be succinct and include only pertinent information. | |  | |

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| **Educational Philosophy –** Please use this space to describe your philosophy of education. | | | |
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| **Criminal Convictions**  An applicant who has had any criminal conviction must give brief details of the conviction below. It should be noted that criminal convictions only refer to matters of a criminal nature. It does not include matters such as minor traffic breaches. | |
| Dates | Brief details of any criminal conviction |
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| **Referees**  List three professional referees, one of which is to be someone from your current employer. |
| 1. Name: |
| Address: Postcode: |
| Telephone No (Bus. Hrs): Mobile No: |
| Association with Applicant: |
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| 1. Name: |
| Address: Postcode: |
| Telephone No (Bus. Hrs): Mobile No: |
| Association with Applicant: |
|  |
| 1. Name: |
| Address: Postcode: |
| Telephone No (Bus. Hrs): Mobile No: |
| Association with Applicant: |

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| **Declaration**  I declare that all of the above personal details are correct and that documentary evidence for all qualifications claimed is accurate and available.  I authorise the School to conduct a police check against my name. |
| Signed: Date: |