

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

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

1. Position

POSITION OF

2. Personal details

TITLE (Mr, Mrs, Ms, Miss, Dr)

GIVEN NAMES

SURNAME

FORMER NAMES If applicable

DATE OF BIRTH

/ /

GENDER

RESIDENTIAL ADDRESS

SUBURB

STATE

POSTCODE

ADDRESS FOR CORRESPONDENCE If different from residential

SUBURB

STATE

POSTCODE

HOME PHONE

MOBILE PHONE

EMAIL

COUNTRY OF CITIZENSHIP

AUSTRALIAN RESIDENCY

yes

no

3. Education

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

PAST EMPLOYMENT In reverse order from most recent employer:

1. NAME AND ADDRESS OF EMPLOYMENT	STARTING DATE / /	
	ENDING DATE / /	
FULL-TIME/PART TIME/CASUAL	YEARS COMPLETED*	DAYS COMPLETED*
2. NAME AND ADDRESS OF EMPLOYMENT	STARTING DATE / /	
	ENDING DATE / /	
FULL-TIME/PART TIME/CASUAL	YEARS COMPLETED*	DAYS COMPLETED*
3. NAME AND ADDRESS OF EMPLOYMENT	STARTING DATE / /	
	ENDING DATE / /	
FULL-TIME/PART TIME/CASUAL	YEARS COMPLETED*	DAYS COMPLETED*
4. NAME AND ADDRESS OF EMPLOYMENT	STARTING DATE / /	
	ENDING DATE / /	
FULL-TIME/PART TIME/CASUAL	YEARS COMPLETED*	DAYS COMPLETED*

5. Confidential Referees

PLEASE PROVIDE THREE CONFIDENTIAL REFEREES:

NB: The School will notify you prior to contacting referees.

NAME	RELATIONSHIP
EMAIL	PHONE
NAME	RELATIONSHIP
EMAIL	PHONE
NAME	RELATIONSHIP
EMAIL	PHONE

6. Attachments

Please send the following as PDF attachments employment@queenwood.nsw.edu.au

1. A cover letter addressing the criteria and position requirements

2. A Curriculum Vitae (CV)

3. This application form

The successful applicant will be required to:

1. 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)

2. Provide evidence of right-to-work in Australia eg. Passport or Birth Certificate

To find out more

Call +61 2 8968 7741

Email employment@queenwood.nsw.edu.au

LOCKED BOX 1, MOSMAN NSW 2088