



International School of Western Australia

Employment Application

Please complete this form and submit it with your application. Any information supplied will be treated in confidence.

Position applied for: _____

How did you hear about this position?

- ISWA website
 The West Australian
 The Australian
 Word of Mouth
 SEEK
 AISWA
 Other _____
 (please specify)

PART A – Personal Details

Sex: Male Title: Mr Mrs Ms Miss Dr Other _____
 Female

Name: _____
First name Surname

Date of Birth: (optional) _____

Postal Address: _____
Postcode: _____

Contact Home: _____ Work: _____ Mobile: _____

Fax: _____ Email: _____

Qualifications (including institutions attended and dates): _____

Subject Specialisation/s: _____

- Are you an Australian citizen? Yes No
 Are you an Australian resident? Yes No If No, do you have a current Working Visa? Yes No
 Do you have TRBWA registration? Yes No Applied and waiting confirmation
 TRBWA Registration Category: Full Provisional Limited TRBWA number: _____
 Do you have a Working with Children Card (WA)? Yes No If Yes, please state number: _____

PART B – Employment Details

Are you a recent graduate (within the past 12 months)? Yes No

If Yes, please state University attended: _____

Are you currently employed? Yes No If Yes, please complete details below:

Current Employer: _____

Current Position: _____

Length of Service: _____ May we contact you at work? Yes No
Years Months

Please outline details of previous employment: _____

Details of Referees (3 required):

Are all of your referees aware of this application? Yes No

1. Name: _____ Position: _____

Phone: _____ Email: _____

2. Name: _____ Position: _____

Phone: _____ Email: _____

3. Name: _____ Position: _____

Phone: _____ Email: _____

PART C – Signature

Signature: _____ Date: _____

Please return this form, along with a covering letter and Curriculum Vitae and Three (3) referees to:

Ms Helen Brand
Human Resources
International School of Western Australia
PO Box 366
FLOREAT WA 6014
AUSTRALIA

or email: humanresources@iswa.wa.edu.au

Privacy Collection Notice

Under the Privacy Act (the Act) International School of Western Australia is required to provide you with certain information as to how we protect your privacy and how we comply with the requirements of the Act and the 13 Australian Privacy Principles (APP's). This information is set out in our Privacy Policy which is available on the International School of Western Australia public website (www.iswa.wa.edu.au) and also available upon request in hard copy from the International School of Western Australia office.

Our Privacy Policy describes

- who we collect information from;
- the types of personal information collected and held by us;
- how this information is collected and held;
- the purposes for which your personal information is collected, held, used and disclosed;
- how you can gain access to your personal information and seek its correction;
- how you may complain or inquire about our collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled; and
- whether we are likely to disclose your personal information to any overseas recipients.

We strongly recommend that you read our Privacy Policy and if you have any queries with respect to its content you should contact the International School of Western Australia Privacy Officer at privacy@iswa.wa.edu.au.