

NSW DEPARTMENT OF EDUCATION AND TRAINING

Equality of Employment Opportunity is
Department of Education and Training Policy

**SCHOOL ASSISTANT
APPLICATION FOR EMPLOYMENT**

Please return this form to the address shown in the advertisement

FOR OFFICE USE ONLY

INTERVIEW

YES NO
Notified of Interview

Date: / /

Time: am pm

School _____

Personal Data

Preferred form of address Ms Miss Mrs Mr

Family Name: _____ Other Names: _____

*Former Name: _____ Date of Birth: ____/____/____

*Town & Country of Birth _____

Address _____

Post Code _____

Telephone No. (Home) _____ Telephone No. (Business) _____

** These details must be completed for the purpose of a criminal records check where appropriate.*

Employment

Please provide full details of your employment history, including any previous Employment in the NSW Public Service. You may include any temporary or part-time position ad experience gained in Australia or overseas. Information should include title of job, name of employer, dates, positions held, functions and responsibilities.

Claim for Position

The Advertisement lists certain essential criteria which will be used to assess your application. You may if you wish use the attached form and indicate how you meet them. There are also desirable criteria listed. Indicate if and how you meet these to aid your application. Please give details of how your skills and experience relate to the requirements of the job, so that the selection committee can form a accurate opinion of your eligibility for the position.

Referees

To assist your application you should provide the names and telephone numbers of two people who may be contacted about your application. If approached, they will be asked to provide information on your past employment and work performances, relevant to the selection criteria for this position.

Additional Information

Please give details of any additional skills, qualifications, interests, activities, or any other matters which may assist your claim for the position you seek. You may include: Languages, Short Courses; Social/Sporting Interest; Computer/Technical Skills; Drivers Licence; Community Activities.

- Permanent appointment under the Education (Ancillary Staff) Act 1987 is subject to:
- (a) The applicant being an Australian citizen or having the status of permanent resident in Australia.
 - (b) The applicant successfully passing a prescribed medical examination.
 - (c) The applicant proving proof of identity (ad nay other necessary documentation).

ANY STATEMENT ON YOUR APPLICATION WHICH IS FOUND TO BE DELIBERATELY MISLEADING COULD MAKE YOU, IF EMPLOYED, LIABLE TO DISMISSAL.

Signature: _____ Date: ____/____/____

**To assist you in your application, the following may be used.
Extra pages may be attached if necessary.**

Effective communication skills _____

Ability to meet deadlines _____

Ability to work with students and teachers _____

Paid or voluntary experience in one or more of the following areas:

1. Office Procedures _____

2. Accounting procedures _____

3. Typing proficiency _____

4. Operation of micro computers and or /classroom / office equipment _____

5. Experience in library procedures _____

6. Experience in hospitality/domestic service industry _____

7. Laboratory experience _____

Additional Information _____
