



**ST EDMUND'S
COLLEGE**
CANBERRA · EST 1954

College Employee Declaration Form

CONFIDENTIAL TO THE PRINCIPAL

NAME: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE: _____ **MOBILE:** _____

POSITION FOR WHICH APPLICATION IS MADE: _____

Please respond to each of the questions below and add your signature. If you opt for a discussion with the Principal/Principal's delegate rather than answering one or more of the question, **YOU MUST SUBMIT YOUR APPLICATION ONE WEEK BEFORE THE CLOSING DATE.**

1. Have you ever been charged with a criminal offence? YES NO

If yes, please provide details:

2. Have you ever received a written warning or been dismissed or resigned following allegations of improper or unprofessional conduct?

YES NO

If yes, please provide details:

3. Your referees will be asked whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?

YES NO

If yes, please provide details:

The requirement for full and honest disclosure during the employment process shall be a condition of initial and ongoing engagement. In signing this form you declare that, if you are successful in your application, you will notify St Edmund's College should there be a significant change in your circumstances that relates to the above questions; for example, criminal offence charge and convictions, restraining orders, injunctions, intervention orders, disciplinary and investigations.

Signed: _____

Date: _____

OR I have opted not to answer one or more of the above questions and ask that a meeting be arranged between myself and the Principal/Principal's delegate.

Signed: _____

Date: _____