Instructions to Applicants
Before completing the attached form read the following instructions carefully.
You should also read the 2013 VSL Languages Circular.

A. DOCUMENTATION REQUIRED FROM ALL APPLICANTS
Evidence of Date of Birth
Copies of one of the following: birth certificate, extract of birth entry, passport, certificate of naturalisation, certificate of citizenship.

Evidence of Change of Name
If your name is not the same as that on your birth certificate you need to provide evidence of the change of name.

Evidence of Working With Children Check
All administrative staff are required to obtain a Working With Children Check from the Victorian Department of Justice.

Evidence of Administrative Training and Qualifications
- copies of academic records (official transcripts) of all subjects completed in each qualification obtained
- copies of relevant certificates, diplomas or degrees issued by tertiary institutions
- copies of any other qualifications

Evidence of Permanent Residency Status
If you are not an Australian citizen, include a copy of the relevant pages from your passport showing a stamp which confirms your right to permanent residence or permission to work in Australia. Your name must appear on the copy.

NB. All documentation supplied must be certified by an appropriate person (see next page). Do not supply original documents.

B. PRE-EMPLOYMENT HEALTH DECLARATION
All new staff must complete the Pre-Employment Health Declaration form (attached) and return this to the VSL.

C. ADDITIONAL INFORMATION
You may be required for an interview before you can be appointed. The key selection criteria (attached) is indicative of what is considered in assessing your suitability for a position.
This information will be entered on a database. Please notify the Head Office of any changes in your details, especially your daytime contact and mobile telephone numbers.
The application will be kept for two years. You will need to reapply after that time.
D. CERTIFICATION OF DOCUMENTS

The following persons can certify copies of documents required to support your application and witness the statutory declaration for the pre-employment health declaration.

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act* 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or the deputy registrar of the County Court, the principal registrar of the Magistrates’ Court or the registrar or the deputy registrar of the Magistrates’ Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act* 1990 of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the *Local Government Act* 1989
- a registered medical practitioner within the meaning of the *Medical Practice Act* 1994
- a registered dentist within the meaning of the *Dental Practice Act* 1999
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act* 2004 with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

E. APPLICATION

Complete all particulars of your application in BLOCK LETTERS and return to:

The Principal
Victorian School of Languages
PO Box 1172
Thornbury 3071
Department of Education & Early Childhood Development (DEECD)
VICTORIAN SCHOOL OF LANGUAGES
Application Form – Administrative Officer - 2013

PLEASE NOTE: Complete all particulars in BLOCK LETTERS and return to:
The Principal, Victorian School of Languages, PO Box 1172, Thornbury Vic 3071

Please read the instruction sheet before completing this form.
Failure to provide required information could result in the return of your application.

Title (Mr, Mrs, Ms)______ Surname____________________Given Names________________________

Home Address__________________________________________________________
Postcode __________

Home Telephone ____________________ Mobile ____________________ Date of Birth ______

Place of Weekly Employment ________________________________________________
Work Tel: __________________________

Email address _______________________________ Fax __________________________

Centres applied for in priority order (see VSL Languages Circular)

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For Office Use Only

Notice of appointment Centre Centre Notified

Transferred from:____________________________To:__________________________
Resigned: __________________
A. WORKING WITH CHILDREN CHECK (Attach evidence)
   Identification No.________________ OR

   VICTORIAN INSTITUTE OF TEACHING  Registration No.______________

B. QUALIFICATIONS (Attach a transcript of your relevant qualifications)
   Name of Institution: ________________________________
   Name of Qualification: ______________________________
   Year of Completion: ________________________________
   Country where study took place: __________________________

   Name of Institution: ________________________________
   Name of Qualification: ______________________________
   Year of Completion: ________________________________
   Country where study took place: __________________________

C. PREVIOUS EXPERIENCE

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D. RESUME
   Please attach a current document that addresses the key selection criteria which are listed on the last page of this application form. Resume attached  ☐ Yes  ☐ No

E. DECLARATION
   I have no pre-existing illness or injury that would interfere with my capacity to undertake the duties of the position. In addition, I will inform the school if this situation changes during the year, or if I go on personal leave from another employer.

   I _________________________________(applicant's name) declare that the contents of the above application are true and correct.

   Signature_____________________________________________ Date___/___/___

   Signature of witness_____________________________________ Date ___/___/___

Checklist (*All of these copies must be certified)
*Attach copy of teacher registration by the Victorian Institute of Teaching (if relevant) or Working With Children Check
*Attach copies of your qualifications
* Provide two references
*Attach completed Pre-employment Health Declaration Form
Pre-employment Health Declaration

Employment with the Department of Education and Early Childhood Development (DEECD) is conditional on the applicant being a fit and proper person and fully able to perform the inherent requirements of the position. When completing the pre-employment health declaration it must be in full knowledge of the position as outlined in the duty statement, and selection criteria. Read the documents carefully and discuss any queries that you may have prior to completing the form with the respective principal or manager.

The primary purpose of this pre-employment health declaration is to assist DEECD to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm. It is not the intention of the pre-employment health declaration to deny a person employment solely because of disability or illness. The pre-employment health declaration does enable, where applicable, appropriate and reasonable action to be taken by DEECD to meet the provisions of Sections 82(7) and (8) of the Accident Compensation Act 1985 and Section 21 of the Occupational Health and Safety Act 2004.

Section 82(7) and (8) of the Accident Compensation Act 1985, requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.

Section 21 of the Occupational Health and Safety Act 2004, states that an employer shall provide and maintain, so far as practicable, for employees a working environment that is safe and without risks.

Failure to make a disclosure, or the making of a false or misleading disclosure, may disentitle you to compensation pursuant to the Accident Compensation Act 1985 should you suffer any recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arising from employment with the Department of Education and Early Childhood Development. DEECD may rely upon any failure to disclose in accordance with the provisions of the Accident Compensation Act 1985 as grounds for denying compensation.

Privacy Notice: The collection and processing of this information is in accordance with the Occupational Health and Safety Act 2004, and the Accident Compensation Act 1985.

The completed pre-employment health declaration form will be retained on your personal file. Where employment is not taken up, for whatever reason, all documents relating to your application will be retained for six months after the finalisation of any appointment appeal and then destroyed.

DEECD may disclose some of your personal information, as applicable, to an independent medical examiner should DEECD require an assessment of your suitability for employment and fitness for duty. Your health declaration may be also disclosed to the Department’s WorkCover insurer should you submit a WorkCover claim for compensation.

You are able to request access to the personal information that we hold about you, and request that it be corrected by contacting your manager, school, or Schools HR Services on 1800 641 943 directly or the Freedom Of Information (FOI) Unit on 9637 2670.

Information about the Department’s privacy policy can be found at http://www.education.vic.gov.au/about/deptpolicies/informationprivacy.htm
HEALTH DECLARATION

**Q1.** Are you aware of any circumstances regarding your health or capacity to work that would interfere with your ability to perform the duties of the position?

*In answering this question Yes or No you are also covering factors such as: existing or exposure to infectious diseases, taking of medication/treatment on a regular basis (daily, weekly, monthly)*

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**Q2.** Do you have an existing injury or condition or pre-existing injury or condition?

*Existing is a condition for which treatment is still being received. Pre-existing is where an injury or condition/s is present but treatment is not required. If yes please provide details of the injury or condition(s).*

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**Q3.** Have you ever worked with any substances or in any conditions which may have been hazardous to your health (e.g. asbestos exposure, toxic chemicals, stressful or noisy environments) and for which you need a modified workplace?

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I, __________________________________________ of __________________________________________

(Applicant's Name) (Applicant’s Address)

do solemnly and sincerely declare that the contents of this form are true and correct in every particular, and make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of an Act of the Parliament of Victoria rendering persons making a false declaration to be punishable for wilful and corrupt perjury.

The information stated is true and complete to the best of my knowledge and no information concerning my past or present state of health has been withheld. I hereby agree to undergo a health assessment by a medical practitioner if deemed necessary by the Department of Education and Early Childhood Development.

I am aware that I may be required to undergo a hearing test. I will be advised that if a work related noise induced hearing deficit is detected that a compensation claim should be lodged against the relevant past employer. I am aware that the record of audiometry will be held in my file. I am aware that I will be asked to meet the cost of these examinations/reports.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions before mentioned may make me ineligible for employment, or if employed, liable to dismissal. I understand that this pre-employment health declaration may form part of my file.

Declared at __________________________________________ before me __________________________________________

(location) (Signature of Witness)

In the State of Victoria this __________________ day of _____________, 20____

Status of the person witnessing the declaration:

(Refer to Instructions to Applicants, section D, for list of appropriate persons)

Applicant’s signature ____________________________
Victorian School of Languages

Key Selection Criteria for Administrative Officers

ESSENTIAL

1. Working With Children Check or capacity to obtain such

DESIRED (all criteria carry equal weighting)

2. Qualifications in administration, at Certificate level or above

3. Demonstrated competence in the provision of a range of administrative services, particularly in an educational setting

4. High level computer skills including internet, email, word processing, desktop publishing, spreadsheets, databases and multimedia applications

5. High level communication and interpersonal skills and the capacity to cooperatively contribute as a team member in a setting which respects multiculturalism and diversity