

EMPLOYMENT APPLICATION FORM

Methodist Ladies' College is one of Perth's leading independent girls' school, educating approximately 1070 students from Kindergarten to Year 12.



THIS APPLICATION MUST BE COMPLETED IN HANDWRITTEN FORM AND BE ACCOMPANIED BY A CURRENT RESUME AND A RECENT PHOTO.

JOB TITLE

PERSONAL DETAILS

Miss/Ms/Mrs/Mr First Name _____

Surname _____

Address _____

Postcode _____

Contact Home _____ Fax _____

Mobile _____

Email _____

Drivers License No _____

Classes _____ Expiry Date _____

EDUCATION

Year Attained	Qualification	Institution	Majors/extra comments

MEMBERSHIPS (eg) WACOT, AHRI, etc

Year Attained	Membership (include expiry dates if relevant)

REFEREES

Referee	Position/Relationship	Contact Details

ADDITIONAL INFORMATION

How did you hear about this position at MLC?

MLC Website
 Seek
 teachers.on.net
 The West Australian
 AISWA
 Referral
 Recruitment Agency
 Other _____

When would you be able to commence employment? _____

Are there any factors that would

Cause you to take frequent time off work or affect your ability to perform the duties? Yes No
 Prevent you working reasonable overtime either in the evening or on weekends, if required? Yes No

Comment _____

Are you aware of any other factor/s which are or may be relevant to your employment including any pre-existing injuries, which the College may have to manage to accommodate your position, or any medication which you are taking?

Yes No

If yes, please provide details _____

Do you currently possess an Educational Sector Criminal Record less than one year old or a National Police Clearance?

Yes No

Have you been convicted, arrested, prosecuted or charged for any criminal offence of any kind?

Yes No

If yes, please provide details _____

Do you speak any language other than English? _____

Hobbies/Interests and Sports _____

TELL US ABOUT YOU

Why would you like to become an employee with Methodist Ladies' College?

What do you feel you can contribute to a College which fosters Christian foundations in life?

Although it is not a prerequisite that you are a religious person to gain employment at the College, we are interested in people's spiritual and religious faiths, so do you frequently attend church and if so, what church do you attend? (optional answer)

What qualities or skills are you able to offer the College which may differ from the traditional teaching requirements?

How would you describe your teaching style/method and how would that style/method be beneficial to the Methodist Ladies' College?

What extra curriculum activities would you be interested in participating in at the College and can you list some extra curriculum activities which you have been involved in at other schools?

DECLARATION

I certify that the foregoing information is, to the best of my knowledge and belief, true and accurate. I understand that the College reserves the right to verify all information in the application and that false information will be sufficient reason for my rejection as an applicant or my dismissal if employed by the College.

Signature of Applicant _____

Date _____

SENDING YOUR APPLICATION

All application may be sent by post to

Methodist Ladies College
Human Resource Department
PO Box 222 Claremont WA 6910
Or Fax (08) 9385 1509

All application must be received before the closing deadline.

Christian Educators are encouraged to apply.
Methodist Ladies' College is an equal opportunity employer.

MY CAREER
@ MLC



'The School of Choice for Girls'

METHODIST LADIES' COLLEGE
A COLLEGE OF THE UNITING CHURCH