



SUNSHINE COAST  
GRAMMAR SCHOOL

# EMPLOYMENT APPLICATION FORM

## (Non-Academic Staff)

VACANCY DETAILS		
Position applied for		
APPLICANT DETAILS		
Title (Mr, Mrs, Ms)		
Surname		
Given Name		
Preferred Name		
Residential Address		
Postal Address		
Contact Numbers	Home:	
	Business:	
	Mobile:	
Email Address		

### **Technical Skills / Abilities / Qualifications**

Please complete details of skills and abilities **as may be applicable to the position for which you are applying**. Where necessary, you should note levels of experience i.e. Basic, Intermediate, Advanced or extent of knowledge as may be the case. In the case of clerical positions, please note applicants may be subject to testing for knowledge of use of programs and typing speeds.

<p>MS Office Programs:</p> <ul style="list-style-type: none"> <li>◆ MS Word</li> <li>◆ MS Excel</li> <li>◆ MS Access</li> <li>◆ MS Publisher</li> <li>◆ MS Outlook</li> </ul> <p>Please provide details of experience and/or knowledge level together with an indication of speeds where applicable.</p>	
<p>Database Programs:</p> <ul style="list-style-type: none"> <li>◆ TASS (The Alpha School System)</li> <li>◆ Other (<i>please detail</i>)</li> </ul>	
<p>Specialist Programs:</p> <ul style="list-style-type: none"> <li>◆ QikKids (Outside School Hours Care)</li> <li>◆ MYOB</li> <li>◆ Other (<i>please detail</i>)</li> </ul>	
<p>Typing Speed (if applicable)</p>	
<p>Data Entry Keystrokes (if applicable)</p>	
<p>Qualifications/Certifications, including tertiary and specialist industry qualifications.</p>	
<p>Workplace, Health and Safety Qualifications</p>	
<p>First Aid</p>	

## **General Information**

To assist the School in assessing your application, please provide a **brief response** to the following questions. Please note you should thoroughly read the Position Description available for the position for which you are applying and read and understand the ethos and history of Sunshine Coast Grammar School, which is available on our website or upon request from the School.

<b>What are you looking for in a job?</b>
<b>Why is it you want to leave your current position or why are you applying for this position?</b>
<b>What do you want to do? What function do you want to perform on a daily basis?</b>
<b>Why do you want to work for a school?</b>
<b>What experience can you bring to the role in managing and prioritising workflow relating to this position?</b>
<b>Do you consider your communication skills appropriate for this particular role?</b>
<b>How do you deal with demanding workloads with competing priorities?</b>
<b>Can you provide an example of your ability to get the job done?</b>
<b>Do you have a good understanding of office protocols and maintaining confidentiality?</b>
<b>What style of employer appeals to you – culture of the organisation?</b>
<b>What management style would ensure peak performance from you in your role?</b>

<b>How would you go about integrating into the existing team?</b>
<b>How would you go about securing assistance and support from other team members?</b>
<b>What consideration would you extend to other team members who may require assistance with peak workloads?</b>
<b>What strengths do you think you have?</b>
<b>What frustrates you in the workplace?</b>
<b>How much notice do you have to give from your current position (if applicable)?</b>
<b>What level of remuneration would you consider appropriate for the position for which you are applying?</b>

**Declaration**

1. I enclose a current CV incorporating essential skills and experience relevant to the job for which I am applying and understand that in the case of administrative/clerical positions, I may be subject to skills testing i.e. typing, word processing, etc.
2. I agree that Sunshine Coast Grammar School, or its nominated representatives, may contact the referees nominated by myself for job-related reference checking purposes.
3. I declare that, to the best of my knowledge and belief, all the information provided in support of my application is true and correct.

**Applicant Signature:** ..... **Date:** .....