



## Suitability Declaration

### Personal information

Surname: \_\_\_\_\_ Given name(s): \_\_\_\_\_  
Title – Mr/Mrs/Ms/etc: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
Email: \_\_\_\_\_

### Position details (leave blank if you are not being allocated to a position)

Name of school / TCSO team: \_\_\_\_\_  
Location of workplace: \_\_\_\_\_ Position: \_\_\_\_\_

### Suitability Declaration

#### TEACHERS:

- I verify:
  - I have not been convicted of any serious offence; and
  - I agree to disclose any change to my criminal history with my employer.
- I know no legal or moral impediment to my suitability to work with children.
- I am aware that I need to provide to the Chair of the Selection Panel my current Queensland teacher registration certificate and to provide a photocopy for the school and TCSO records.

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### NON-TEACHERS:

- I verify:
  - I have not been convicted of any serious offence; and
  - I agree to disclose any change to my criminal history with my employer.
- I know no legal or moral impediment to my suitability to work with children.

Please tick one box:

- I hold a **positive notice** to apply for start / continue in child related employment as defined by the *Working with Children (Risk Management and Screening) Act 2000*.  
Name (as it appears on the card): \_\_\_\_\_  
Blue card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_  Photocopy attached
- OR** I hold a **negative notice** or I am **not eligible** to apply for start / continue in a child related employment as defined by the *Working with Children (Risk Management and Screening) Act 2000*.
- OR** I do not possess a **prescribed notice** as defined by the *Working with Children (Risk Management and Screening) Act 2000*. I will obtain any such notice as required.

Non-teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Please seek advice from Blue Card Services if you are unsure of your 'eligibility' status via telephone on 1800 113 611 or by visiting [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)



**Diocese of Toowoomba  
Catholic Schools**

# Employment collection notice

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In applying for a position within Diocese of Toowoomba Catholic Schools in the Diocese of Toowoomba and submitting your application for employment, you will be providing the Diocese of Toowoomba Catholic Schools Office or School with personal information; for example, your name, address and other details contained in your résumé/curriculum vitae. We will collect and record this information in order to assess your application.

If you believe that any of your personal information held by us is incomplete or inaccurate, you have the right, in accordance with the provisions of the Privacy legislation, to notify us and make any updates or corrections.

When you have provided us with the name and address of a person in connection with your application [e.g. referee], you should inform the person that you have done so and the reason for it. You should also inform them that the information is to be used solely in connection with your application for employment.

In submitting this application for employment, you agree that you will not seek access to references provided by third parties or to confidential notes or reports made to us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position. Access to feedback on the selection process is available.

We expect to contact your current employer (if you have one) as one of your referees and request your consent to do so. By signing this form, you are giving this consent. If you prefer that we do not contact your employer, please advise us when you submit your application. You should be aware that declining to give consent may prejudice your application.

*I agree with the above conditions and certify that the information in this application is true to the best of my knowledge. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment.*

Applicant's signature: ..... Date: .....

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*...act justly; love tenderly; walk humbly with your God* (Micah 6:8)