



Dear Applicant,

Thank you for your enquiry regarding casual work with Illawarra Children's Services.

Please find enclosed the Application for Casual Employment form.

Checklist of information required:

- Completed Application Form
- Letter of Application [addressing the selection criteria](#) for the position
- Copy of Qualifications
- Copy of Senior First Aid Certificate
(Only required for Teacher and Advanced Child Care Worker Qualified)
- Contact details of two professional (work related) referees
- Copy of Resume
- [Prohibited Employment Declaration Form](#)
- [Completed Working with Children Background Check Consent Form](#)

Please note that it is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Relevant Criminal History, Apprehended Violence Orders and prior employment checks, including relevant disciplinary proceedings, will be conducted on recommended applicants.

Children's Services Regulations 2004 state "A licensee of a service must not employ a person as a member of the primary contact staff at the service unless the person is at least 18 years of age".

Applications should be returned to the Manager, People and Performance, Illawarra Children's Services, PO Box 475 Corrimal NSW 2518 or by email to employment@ics.org.au.

We look forward to reviewing your application.

Yours sincerely,

Neil Arnold
Manager, People and Performance



Illawarra Children's Services

Application for Casual Employment

This form should be completed throughout in BLOCK letters

PERSONAL DETAILS

SURNAME: _____ TITLE: _____

GIVEN NAMES: _____

ADDRESS: _____

POSTCODE: _____

PHONE: Work _____ Home _____ Mobile _____

DATE OF BIRTH: _____

EMERGENCY CONTACT

Name: _____ Phone: _____

Have you worked for Illawarra Children's Services previously?: Yes No

Casual position applied for:

- Teacher (Early Childhood only) Advanced Child Care Worker Qualified
 Child Care Worker Cook (Long Day Care Centres only)

Which services are you available to work at?:

Early Childhood

LDC: Long Day Care, P: Preschool

- | | |
|----------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> 1. Barrack Heights (LDC) | <input type="checkbox"/> 2. Bellambi Point (PS) |
| <input type="checkbox"/> 3. Bulli (LDC) | <input type="checkbox"/> 4. Cobblers Hill-Figtree (LDC) |
| <input type="checkbox"/> 5. Corrimal (LDC) | <input type="checkbox"/> 6. Dapto (LDC) |
| <input type="checkbox"/> 7. Helensburgh (PS) | <input type="checkbox"/> 27. Kenny Street (LDC) |
| <input type="checkbox"/> 8. Koonawarra (LDC) | <input type="checkbox"/> 9. Kiama Downs (LDC) |
| <input type="checkbox"/> 26. Narellan (LDC) | <input type="checkbox"/> 28. Port Kembla (PS) |
| <input type="checkbox"/> 10. Stewart Street (LDC) | <input type="checkbox"/> 11. Warrawong (LDC) |
| <input type="checkbox"/> 12. Western Suburbs (LDC) | <input type="checkbox"/> 13. Wollongong City (PS) |

Outside School Hours Care

B: Before School Care, A: After School Care, V: Vacation Care

- | | |
|---------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> 14. Albion Park (B, A, V) | <input type="checkbox"/> 15. Balarang (Oak Flats) (B, A, V) |
| <input type="checkbox"/> 16. Fairy Meadow (B, A, V) | <input type="checkbox"/> 18. Northern Suburbs (Bulli) (A.V) |
| <input type="checkbox"/> 19. Shellharbour/Flinders (A) | <input type="checkbox"/> 21. Unanderra (A, V) |
| <input type="checkbox"/> 22. West Wollongong (A) | <input type="checkbox"/> 23. Wollongong East (A, V) |
| <input type="checkbox"/> 24. Corrimal Special Needs (V) | <input type="checkbox"/> 25. Illawarra Special Needs (V) |



Illawarra Children's Services

EDUCATION AND QUALIFICATIONS (please ensure you attach copies of qualifications)

Tertiary Education/Courses	Name of Establishment	From mm/yyyy	To mm/yyyy	Qualification Attained

EMPLOYMENT HISTORY (child related)

Employer address and phone	Position Held	Status (eg: full time, part time, casual)	Days per week	From mm/yyyy	To mm/yyyy

Do you have a current Senior First Aid Certificate? Yes No
 (If yes, please ensure you attach copies of qualifications) Expiry Date: _____

Please Note: It is a requirement of the Teachers (Non-Government Pre Schools) (State) Award, Teachers (Non-Government Early Childhood Services Centre Other Than Pre-School) (State) Award 2002 and Miscellaneous Workers Kindergarten and Child Care Centres, &c. (State) Award, (Other than Cook) that Teachers and Advanced Child Care Workers (Qualified) hold a Senior First Aid Certificate (WorkCover) approved.

Availability

Please indicate your availability for work in table below

Monday	Tuesday	Wednesday	Thursday	Friday

Referees (Child Care Related)

Please note: Referees related to the applicant are not considered suitable

Name Position Relationship to applicant Phone

1. _____

2. _____

I have contacted my referees and I give permission for Illawarra Children's Services to call them for the purpose of a referee check.

Signature: _____ Date: _____



Illawarra Children's Services

Health Status

Do you have, or have you had, any medical condition, including physical condition, injury or psychiatric condition which may affect your capacity to carry out the requirements of the position being applied for, or if by carrying out the duties of the position your medical condition or health could be adversely affected? (You have a duty of disclosure to answer this question correctly, and failure to do so could negate any application you make for workers compensation, and/or, could result in your termination for non-disclosure) Yes No

If YES, please give details:

Have you claimed or been paid Worker's Compensation during the past five (5) years? Yes No

If YES, please give details:

Do you have an illegal drug dependency or related problem? Yes No
Do you have a prescription drug or alcohol dependency or related problem, which will or may affect your capacity to carry out the responsibilities of the position applied for? Yes No

If YES, please give details:

Signature of Applicant: _____ Date: _____

Disclosure of Information Statement

In the course of their work, relief staff come into contact with information that must be kept confidential at all times. It is the policy of this organisation that all relief staff are to be made aware of the fact that irresponsible discussion of any matters regarding this organisation, staff and, in particular the clients, is contrary to our policy. Any breach of confidentiality may result in disciplinary action and/or removal from the casual relief list.

Relief staff are asked to sign the statement below as acknowledgement that the policy on the disclosure of information has been read and understood.

Signature of Applicant: _____ Date: _____



Illawarra Children's Services

Conditions of Casual Work

1. If offered employment, I agree to be bound by the Illawarra Children's Services Policies and Procedures as amended from time to time.
2. Illawarra Children's Services reserves the right to refuse acceptance of your application, in the event that false information is submitted or upon receipt of an unfavourable Working with Children Check.
3. As a casual worker, your service may be terminated without notice.
4. I have read the [Child Protection Legislation](#).

Signature

of Applicant: _____

Date: _____

Declaration

I declare that, to the best of my knowledge, the information in this application and the documentation supporting it is correct and complete. I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to my application may result in the non-acceptance of this application and/or termination.

Signature

of Applicant: _____

Date: _____

Please return completed applications, along with the relevant documents listed in the 'Checklist of information required' to Manager, People and Performance, Illawarra Children's Services, PO Box 475 Corrimal NSW 2519 or by email to employment@ics.org.au.