

**WATTLEVIEW PRIMARY SCHOOL
ADVERTISED POSITIONS:
APPLICANT'S INTERVIEW CHECKLIST**
Revised 23/11/2016

I have read the full text of the ROL advertisement including details relating to child safety.

I have been provided with a copy of the Wattleview documents:

- (a) Child Safety Policy
- (b) Child safety Code of Conduct'
- (c) The Student Engagement and Wellbeing Policy
- (d) School Purpose and Values statement'

I am aware that the school will conduct a background check on me.

If offered the position, I am able to provide copies of:

- (a) my current Working With Children Check (WWCC)
- (b) two forms of personal ID eg. driver's license, passport
- (c) original or certified copies of my qualifications
- (d) my VIT membership (teachers only)
- (e) my employment history

I affirm that there are no personal or family relationships with any of my referees.
If there are, please provide details:

POSITION: _____

NAME: _____

DATE: _____

SIGNATURE: _____

WATTLEVIEW PRIMARY SCHOOL
ADVERTISED POSITIONS:
BUSINESS MANAGER CHECKLIST
Revised 23/11/2016

- I have informed the applicant about the school's child safety practices including the school's child safety code of conduct.
- I have checked that the applicant has at least two forms of personal identification eg. driver's licence, passport, and the name and address details are the same as those provided by the applicant.
- I have sighted the original transcript of qualification/s or certified copies that confirms the applicant's claims about their qualifications or registrations.
- I have verified that the applicant is registered by the Victorian Institute of Teaching (VIT) and it is current (Teacher appointments only).
- I have sighted and retained a copy of the applicant's current Working with Children Check WWC (note applicant's registered with VIT do not need a WWCC)
- I have checked to see if there are any unexplained gaps in the applicant's history eg. travel, study leave, family leave etc.
Satisfactory explanations provided (if required) Yes / No
- I have checked with the previous employer that the work history and previous details the applicant has provided are accurate.

POSITION: _____

NAME: _____

DATE: _____

SIGNATURE: _____

**WATTLEVIEW PRIMARY SCHOOL
ADVERTISED POSITIONS:
CHAIRPERSON CHECKLIST**

Revised 23/11/2016

- I have checked that the applicant has nominated at least two referees including:
 - current or most recent employer
 - direct supervisor/line manager

- I have asked the applicant if they have a personal relationship with their previous supervisor/manager.

- I have asked the referee(s) if they have directly supervised the applicant and observed their work with children.

- I have asked the referee(s) if they would employ the person again.

- I have asked the referee(s) if they had any concerns about the applicant working directly with children.

- I have asked the referee(s) if they had any concerns about the applicant's adherence to the organisation's code of conduct.

- I have asked the referee(s) about a time when they observed the applicant managing the behaviour of a child.

- I have contacted the referee(s) where the reference is in writing to confirm authenticity (if applicable)

- I have checked to see that the applicant has experience working with children outside their employment (eg. volunteering, private tutoring or coaching).

POSITION: _____

NAME: _____

DATE: _____

SIGNATURE: _____

