

	<p>Department of Education &amp; Early Childhood Development</p> <p>Victorian School of Languages</p> <p><b><u>Administrative Officer</u></b></p> <p><b><u>Application</u></b></p>	<p>Victorian School of Languages          PO Box 1172, Thornbury 3071          Tel: (03) 9474 0500          Fax: (03) 9416 9899          Website: <a href="http://www.vsl.vic.edu.au">www.vsl.vic.edu.au</a>          Email: <a href="mailto:vsl@vsl.vic.edu.au">vsl@vsl.vic.edu.au</a></p>
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## Instructions to Applicants

*Before completing the attached form read the following instructions carefully.*

*You should also read the 2024 VSL Languages Circular.*

### A. DOCUMENTATION REQUIRED FROM ALL APPLICANTS

#### **Evidence of Date of Birth**

Copies of one of the following: birth certificate, extract of birth entry, passport, certificate of naturalisation, certificate of citizenship.

#### **Evidence of Change of Name**

If your name is not the same as that on your birth certificate you need to provide evidence of the change of name.

#### **Evidence of Working With Children Check or VIT registration**

All administrative staff are required to obtain a Working With Children Check from the Victorian Department of Justice.

#### **Evidence of Administrative Training and Qualifications**

- copies of academic records (official transcripts) of all subjects completed in each qualification obtained
- copies of relevant certificates, diplomas or degrees issued by tertiary institutions
- copies of any other qualifications

#### **Evidence of Permanent Residency Status**

If you are not an Australian citizen, include a copy of the relevant pages from your passport showing a stamp which confirms your right to permanent residence or permission to work in Australia. Your name must appear on the copy. No person without a valid Visa can be employed by the school.

**NB.** All documentation supplied must be certified by an appropriate person (see next page). Do **not** supply original documents.

### B. ADDITIONAL INFORMATION

You may be required for an interview before you can be appointed. The key selection criteria (attached) is indicative of what is considered in assessing your suitability for a position.

This information will be entered on a database. Please notify the Head Office of any changes in your details, especially your daytime contact and mobile telephone numbers.

The application will be kept for two years. You will need to reapply after that time

### C. CERTIFICATION OF DOCUMENTS

The following persons can certify copies of documents required to support your application and witness the statutory declaration for the pre-employment health declaration.

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer

## D. CHILD SAFE STANDARDS

The Victorian School of Languages is committed to child safety and has zero tolerance of child abuse. All staff are required to be familiar with and implement the:

- Child Safe Standards.
- Statement of Commitment to Child Safety.
- Child Safety Code of Conduct.
- Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The school's Child Safety Code of Conduct is available on the school's website.

## E APPLICATION

Complete all particulars of your application in BLOCK LETTERS and return to:

**Your VSL Area Manager**  
**Victorian School of Languages**  
**PO Box 1172**  
**Thornbury 3071**

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OFFICE USE ONLY:

Date issued \_\_\_/\_\_\_/\_\_\_

Category \_\_\_\_\_

Comments \_\_\_\_\_

## F. REFEREE QUESTION WITH A CHILD SAFETY FOCUS (Office use only)

- • Have you directly supervised and observed the candidate's work with children or young people?
- • This role involves contact with children and/or young people. Can you tell me about the candidate's work with children and young people?
- • Have you observed the applicant managing the challenging behaviour of a child or young person?
- • From a child safety perspective, what strengths does the applicant bring to this role?
- • From a child safety perspective, was there ever a cause for concern about the behaviour of the applicant?
- **EXTRA**
- • Would you employ this person again?
- **Additional for Volunteers**
- • Do you have any concerns about the applicant working or volunteering with children and/or young people?

Office Use Only

Date issued \_\_\_/\_\_\_/\_\_\_  
Category \_\_\_\_\_  
Comments \_\_\_\_\_

Are you currently employed By the DEECD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously worked with the VSL?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Department of Education & Early Childhood Development (DEECD)  
VICTORIAN SCHOOL OF LANGUAGES  
Application Form – Administrative Officer - 2024**

**PLEASE NOTE:** Complete **all** particulars in **BLOCK LETTERS** and return to:  
The Principal, Victorian School of Languages, PO Box 1172, Thornbury Vic 3071

<p><b>Please read the instruction sheet before completing this form. Failure to provide required information could result in the return of your application.</b></p>
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Title (Mr, Mrs, Ms) \_\_\_\_\_ Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Home Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email address \_\_\_\_\_ Fax \_\_\_\_\_

Emergency contact name \_\_\_\_\_ Emergency contact number \_\_\_\_\_

Place of Weekly Employment \_\_\_\_\_

Address \_\_\_\_\_ Work Tel: \_\_\_\_\_

Email address \_\_\_\_\_ Fax \_\_\_\_\_

Centres applied for in priority order (see VSL Languages Circular)

1.	2.	3.
4.	5.	6.

**For Office Use Only**

Notice of appointment	Centre	Centre Notified

Transferred from: \_\_\_\_\_ To: \_\_\_\_\_

Resigned: \_\_\_\_\_

A. **WORKING WITH CHILDREN CHECK (Attach evidence)**  
Identification No. \_\_\_\_\_ **OR**

**VICTORIAN INSTITUTE OF TEACHING** Registration No. \_\_\_\_\_

B. **QUALIFICATIONS (Attach a transcript of your relevant clerical and ICT qualifications)**

Name of Institution: \_\_\_\_\_

Name of Qualification: \_\_\_\_\_

Year of Completion: \_\_\_\_\_

Country where study took place: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Name of Qualification: \_\_\_\_\_

Year of Completion: \_\_\_\_\_

Country where study took place: \_\_\_\_\_

C. **PREVIOUS EXPERIENCE**

Name and Address of Employer	Start Date	Finish Date	Roles / Responsibilities

D. **RESUME**

Please attach a current document that addresses the key selection criteria which are listed on the last page of this application form. Resume attached  Yes  No

E. **DECLARATION**

I have no pre-existing illness or injury that would interfere with my capacity to undertake the duties of the position. In addition, I will inform the school if this situation changes during the year, or if I go on personal leave from another employer.

I declare that I will implement the VSL “ Child Safety Code of Conduct: and that I have not been charged with any offences involving children.

I \_\_\_\_\_ (*applicant's name*) declare that the contents of the above application are true and correct.

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Signature of witness \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Checklist (\*All of these copies must be certified)**

\*Attach copy of teacher registration by the Victorian Institute of Teaching (if relevant) or Working With Children Check

\*Attach copies of your qualifications

\* Provide two references

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**Victorian School of Languages  
Centre Classes**

<b>Key Selection Criteria for Administrative Officers</b>
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**ESSENTIAL**

- 1. Working With Children Check.**

**DESIRED (all criteria carry equal weighting)**

- 2. Qualifications in administration at Certificate level or above.**
- 3. Demonstrated competence in the provision of a range of administrative services, particularly in an educational setting.**
- 4. High level computer skills including internet, email, word processing, desktop publishing, spreadsheets, databases and multimedia applications.**
- 5. High level cultural awareness and communication and interpersonal skills and the capacity to cooperatively contribute as a team member in a setting which respects multiculturalism and diversity.**
- 6. Ability to implement “Child Safe Standards” practices.**

## Request for eduMail for Locally employed school staff

Business managers (and/ or School Principals) are required to complete the below information to request an eduMail account for locally employed staff at your school who also **require access to CASES21**. Locally employed staffs are defined as a staff member engaged and paid directly by your schools local payroll. Staff employed by the Departments central payroll, eduPay, must not be submitted using the below process.

Staff paid by the Departments central payroll will have their eduMail account provisioned automatically on their commencement date.

All requests must be completed with staffs official name and current address. Where staff has previously been employed by the Department, their former ID (and former name - if applicable) must be provided. Where details are incorrect, request will be declined.

### Personal Particulars

First Name:	
Middle Name:	
Surname:	

Is the staff known under a former name? If yes, please list former name	
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Date Of Birth:	
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Residential Address:	
City:	
PostCode:	

Mobile Phone:	
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### Engagement Particulars

Start Date:	
End Date: <i>** End Date must not be greater than 12months.</i>	

Job Title:	
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School Name:	Victorian School of Languages
School Number:	6359
Campus Number:	1
School Phone Number:	9474 0500

Has Staff previously been employed and paid by Departments Central Payroll? Yes / No	
If yes, please provide userID.	
Is Staff currently employed at another DET school or at the Department? Yes/No	
If yes, please provide where	

Once account is approved it will be scheduled for creation with account details automatically sent to your schools eduMail account.

eduMail accounts are granted for the duration of engagement. Where staff ceases employment prematurely school is to advise the Department so that account can be closed.