

## **Employment Collection Notice**

In applying for a position within Toowoomba Catholic Education in the Diocese of Toowoomba and submitting your application for employment, you will be providing the Catholic Education Office Diocese of Toowoomba 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: .....