

EMPLOYMENT APPLICATION FORM

Position: Executive Assistant

Please complete this form and email it along with your CV to recruitment@moore.edu.au

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| **Personal Details**  |
| Candidate Name  |  |
| Date Completed |  |
| Residential address |  |
| Email address |  |
| Phone |  |
| Do you have the legal right to work in Australia?  | Yes / No  |
| **Role Details**  |
| Why do you want to work for Moore College?  |  |
| **Selection Criteria *–****Please provide your responses to the selection criteria below.* |
| **Essential Criteria** | **Response** |
| 1. Ability to support and promote the Christian Mission and Values of Moore College
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| 1. Prior experience providing support to senior management
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| 1. Excellent communication and interpersonal skills
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| 1. Professional presentation
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| 1. Able to work independently and with adaptability
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| 1. Able to exercise discretion and maintain appropriate confidentiality
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| 1. Demonstrated ability to manage time and solve problems
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| 1. Experience coordinating and managing diaries, meetings and events
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| 1. Advanced competency in the use of Microsoft Office and other computer applications
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| **Desirable Criteria** | **Response** |
| 1. Experience as an Executive Assistant
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| 1. Understanding of the Sydney Anglican diocese
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| 1. Experience in the higher education sector
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| **Workplace health and safety** |
| Do you have any physical or psychological condition that we need to be aware of to ensure we are able to protect you and other employees at work? | No / Yes If yes – (please specify the condition and how it may affect your work)  |
| **Referees** – *please provide at least 2 professional referees.* *Referees will only be contacted if you are shortlisted.*  |
| Referee 1: * Name
* Organisation
* Position
* Relationship
* Phone
 | Referee 2: * Name
* Organisation
* Position
* Relationship
* Phone
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| **Privacy**  |
| If I am unsuccessful, I give permission for my application to be held on file should a future suitable position become available.  | Yes / No  |