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EMPLOYMENT APPLICATION FORM

Position: Executive Assistant

Please complete this form and email it along with your CV to [recruitment@moore.edu.au](mailto:recruitment@moore.edu.au)

|  |  |
| --- | --- |
| **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 |  |
| 1. Prior experience providing support to senior management |  |
| 1. Excellent communication and interpersonal skills |  |
| 1. Professional presentation |  |
| 1. Able to work independently and with adaptability |  |
| 1. Able to exercise discretion and maintain appropriate confidentiality |  |
| 1. Demonstrated ability to manage time and solve problems |  |
| 1. Experience coordinating and managing diaries, meetings and events |  |
| 1. Advanced competency in the use of Microsoft Office and other computer applications |  |
| **Desirable Criteria** | **Response** |
| 1. Experience as an Executive Assistant |  |
| 1. Understanding of the Sydney Anglican diocese |  |
| 1. Experience in the higher education sector |  |
| **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 |
| **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 |