

EMPLOYMENT APPLICATION FORM

Position: IT Assistant – Help Desk

Closing date: 15 December 2019

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

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| --- | --- |
| **Personal Details** | |
| Candidate Name |  |
| Date |  |
| Residential address |  |
| Email address |  |
| Phone |  |
| Are you able to work occasional weekends and evenings for out of hours events? | Yes / No |
| 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. Good aptitude for computer systems and information technology |  |
| 1. Good working knowledge of Microsoft Windows systems and applications |  |
| 1. Ability to manage and prioritise tasks |  |
| 1. Good interpersonal skills – ability to work with users having a wide variety of IT skills |  |
| 1. Team player |  |
| 1. Ability to train others in how to use computer systems |  |
| 1. A commitment to support and promote the Christian Mission and Values of Moore College |  |
| **Desirable Criteria** | **Response** |
| 1. Certificate level 3 in computing or equivalent experience. |  |
| 1. Experience in running AV and sound desk operations |  |
| 1. Knowledge of the MacOS and environment. |  |
| 1. Ability to adapt to a changing environment. |  |
| 1. Experience in an IT Help Desk environment. |  |
| **Workplace health and safety** | |
| 1. 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 * Phone | Referee 2:   * Name * Organisation * Position * 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 |