

EMPLOYMENT APPLICATION FORM

Position: Registrar

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 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. Tertiary qualifications or equivalent professional experience |  |
| 1. Experience in academic administration |  |
| 1. People management experience |  |
| 1. Demonstrated experience in developing and maintaining a quality environment |  |
| 1. Knowledge of the Australian higher education regulatory system |  |
| 1. Familiarity with the Sydney Anglican Diocese |  |
| 1. Strong verbal and written communication skills |  |
| 1. Proficient in the use of MS Office, CRM and records management systems |  |
| 1. Proven ability to engage stakeholders |  |
| 1. Ability to support and promote the Christian mission and vision of Moore College |  |
| **Desirable Criteria** | **Response** |
| 1. Experience with the government sector within higher education |  |
| 1. Tertiary qualification in theology |  |
| **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 |