



MARIST COLLEGE ASHGROVE

Employment Collection Notice

(To be included in all hard copy applications for employment)

In applying for this position and submitting your application for employment you will be providing Marist College Ashgrove with personal information, for example your name, address and information contained in your resume. 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.

Where 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 by us relating to your application for employment. We seek your agreement in this regard to ensure that references 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.

I agree with the above conditions and certify that the information in the 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: _____

Note: If submitting your application electronically (e.g. Email), we require a statement that you understand and agree to the above Privacy Notice required.