



EMPLOYMENT COLLECTION NOTICE

(To be signed by all applicants 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 referees 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 this 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 Name: _____

Applicant's signature: _____

Date: _____