



K-12 | Coeducational | Independent | Nondenominational

## APPLICATION CASUAL WORK FOR SUPPORT AND OPERATIONAL POSITIONS

Thank you for your enquiry regarding casual work opportunities at Central Coast Grammar School for support and operational positions.

For your application to be processed, please ensure you provide the following:

- CV & cover letter
- 100 points of ID: Birth Certificate, Driver Licence, Australian Visa, Certificate of Australian Citizenship
- Working with Children Number & date of birth
- Academic Transcript(s) & Certificate(s) **must have conferred date** (*to be certified by a Justice of the Peace*)
- Anaphylaxis training certificate – see information below
- Number of full-time equivalent years relevant experience
- Evidence of your COVID-19 Immunisation status from the Australian Immunisation Register  
This could be your Immunisation history statement or your COVID-19 digital certificate
- Reviewed/answered the questions below and returned the bottom of this letter


To access Anaphylaxis training: <https://etraining.allergy.org.au/>. To be updated **every 2 years**.

Return the completed 2<sup>nd</sup> page of this letter & associated documents to me by email to: [ccgscareers@ccgs.nsw.edu.au](mailto:ccgscareers@ccgs.nsw.edu.au), mail, or drop off to Reception. Your details will be added to our casuals' database once all information is received & confirmed.

Should the possibility of casual work arise, we may then contact you in due course to arrange a time to meet with you initially.

Yours sincerely,

*Melissa Drew*

Melissa Drew  
Human Resources Manager

**Please return this page when completed**

Name:

Email address:

Address:

Telephone Home:

\_\_\_\_\_

Mobile:

\_\_\_\_\_

Date of birth:

\_\_\_\_\_

Working with Children Check No:

\_\_\_\_\_

WWC expiry:

\_\_\_\_\_

Preferred Area of work:

\_\_\_\_\_

I am available to work on the following days: (Please circle days)

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**