



K-12 | Coeducational | Independent | Nondenominational

Support and Operational Staff – Casual Work requirements

Thank you for your enquiry regarding casual work opportunities at Central Coast Grammar School.

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 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 bottom of this letter & associated documents to me by email to: cggscareers@ccgs.nsw.edu.au, mail, or 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

Human Resources Manager

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Name: _____ Email address: _____

Address: _____

Telephone Numbers: Home: _____ Mobile: _____

_____ Date of birth: _____

Working with Children Check No: _____ WWC expiry: _____

Preferred Area of Work: _____

No of years experience: _____

I am available to work during 2023 on the following days: *(Please circle days)*

Monday	Tuesday	Wednesday	Thursday	Friday
Arundel Road, Erina Heights NSW 2260, Australia	T: +61 2 4367 6766 F: +61 2 4365 1860	W: www.ccggs.nsw.edu.au E: admin@ccggs.nsw.edu.au		ABN 85 002 839 607 CRICOS Provider Code: 02261G