

## **APPLICATION FOR EMPLOYMENT**

### **Employment Collection Notice**

1. In applying for this position, you will be providing Nambour Christian College ("the College") with personal information. We can be contacted by mail at PO Box 500, Nambour, 4560 or by email at [employment@ncc.qld.edu.au](mailto:employment@ncc.qld.edu.au) or by telephone on 07 5451 3333.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. You may be required to provide the College with a criminal record check and a Working with Children Check. The College may also be required to collect personal information about you in accordance with Child Protection and other relevant laws.
6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.