



## Employment Collection Notice

1. In applying for this position you will be providing Lake Joondalup Baptist College with personal information. We can be contacted on (08)9300 7444, or at 8 Kennedy Drive, Joondalup.
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.
3. We may store this information until January.
4. It is a condition of application for the position that the applicant agrees they will not seek access to interview notes, notes of verbal referee reports etc.
5. We will not disclose this information to a third party without your consent.
6. As part of the employment process we will collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences. You will be asked to provide a Federal Police Clearance to assist with this process.
7. If you provide us with the personal information of others, for example as a referee, 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, that the College does not usually disclose the information to third parties and that we may store their information until the following January.