

## School Crossing Supervisor Hard Copy Application Form

Note: This form should only be used for applicants who are unable to apply online through the Darebin jobs page at [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au).

Contact Thomas Rolfe on (03) 8470 8529 for queries relating to this position.

To apply, complete this application form, attach your resume and send it to:

**School Crossings Unit  
Darebin City Council  
PO Box 91  
PRESTON VIC 3072**



Personal Details		
Title:	First Name:	
Last Name:	Preferred Name:	
Street Name & Number:		
Suburb:	State:	Post Code:
Contact Number:		
Email Address:		
Are you a current employee of Darebin City Council? (Please circle) Y / N		
How did you hear about this position/Where did you see this position advertised?		
Are you a permanent resident of Australia? (Please circle) Y / N		

As part of Darebin City Council's safety Screen requirements you may be required to complete a functional capacity assessment to assess your ability to meet the inherent requirements of the job.

Do you consent to undertake a Functional Capacity Assessment to assess your ability to meet the physical inherent requirements of the job?

Please circle: Yes or No

**Do you have any previous experience as a School Crossing Supervisor?**  Yes  No

If you ticked Yes please provide brief details:

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**Do you have a current Victorian drivers licence?**

Yes  No

**Do you have use of a reliable motor vehicle?**

Yes  No

**Do you have a current Melways/Navigator?**

Yes  No

**School Crossing Supervisors must hold a current Working With Children Check card (WWCC) in accordance with the *Working with Children Act 2005*. Do you currently hold a WWCC?**

Yes  Provide details below: No

Name on Card \_\_\_\_\_

WWCC Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

Employee card (E)  **OR** Volunteer card (V)

This can be found below your photograph on the card

Note: If you do not hold a current WWCC, do not apply for one for the purpose of this application until you have been advised by Council that you are successful in obtaining this position.

**What is your understanding of the role of a School Crossing Supervisor?**

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**Why do you want to be a School Crossing Supervisor?**

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**Availability:**

Most school crossings are operational for 1 hour in the morning and 50 minutes in the afternoon, Monday to Friday during school terms. Please tick when you are consistently available to work.

Morning Crossings are typically operational from 8am to 9am  
Afternoon Crossings are typically operational from 3pm to 4pm

- |           |                                  |                                    |
|-----------|----------------------------------|------------------------------------|
| Monday    | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon |
| Tuesday   | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon |
| Wednesday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon |
| Thursday  | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon |
| Friday    | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon |

**Additional notes on availability:**

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**Are you available at short notice and are you flexible and willing to change work locations within the municipality at short notice?**

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**You may be asked to work at any of the 91 crossings in Darebin (Northcote, Preston, Thornbury, Reservoir, Coburg, Fairfield and Alphington). Are you available to work in all areas? Are there some locations you are not available to work at?**

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**What transport method would you use to travel to and from the crossings?**

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**Describe ways in which you think you would be able to provide excellent customer service as a School Crossing Supervisor.**

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**Describe a time when you have had to handle an angry or upset customer?  
What was the issue and what did you personally do to resolve the issue?**

**If you have not dealt with an angry or upset customer, explain how you communicate with an angry or upset family member or friend.**

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## Declaration

By completing and submitting this form I:

Acknowledge that Darebin City Council will collect information (including personal information) about me for employment purposes, including consideration of my employment application in the recruitment process.

Consent to verifying my qualifications with all relevant education institutions.

Consent to personal information being maintained for employment purposes in accordance with privacy laws (including possible future applications)

Consent to all of the information described above, including results of any testing, being disclosed for consideration in the recruitment process

Agree that all information provided is true and accurate. Please note: providing false or misleading information may lead to the application for this position being withdrawn by Darebin City Council.

Print Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

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