Information for applicants


Any personal information you provide to Curriculum Corporation by means of a curriculum vitae or otherwise will be dealt with as follows:

- it will be held by Curriculum Corporation solely for the purpose of considering your application for employment;
- it will be held in a secure location and accessed only by personnel who are directly involved in the selection process for potential employees;
- you have the right to request:
  - (a) access to your personal information;
  - (b) that your personal details be updated or corrected;
- if you do not obtain a position with Curriculum Corporation, it will be destroyed within one month of you being notified that your application was not successful;
- if it was obtained by means of an unsolicited resume, your skills will be assessed on a case by case basis in accordance with Curriculum Corporation vacancies and skill requirements at that time (if any). If a position is available, you will be contacted, otherwise your CV will be destroyed.

Note: material transmitted over the internet is not entirely secure and accordingly Curriculum Corporation cannot guarantee the security of any personal information transmitted or received from it by means of the internet.

Contact details
Human Resource Manager
Curriculum Corporation
PO Box 177
Carlton South Victoria 3053
Telephone: 92079600
Email: maree.lawrence@curriculum.edu.au