

APPLICATION FOR EMPLOYMENT

Position Applying For:

1. PERSONAL DETAILS

Name: _____

Address: _____

Phone: _____

Email: _____

Current Position: _____

Current Employer: _____

Religious Denomination: _____

Parish: _____

Are you of Aboriginal or Torres Strait Islander origin? Yes No

2. QUALIFICATIONS

2.1 CREDENTIALS

Do you hold a current Working With Children Check? Yes No

Number: _____ Expiry Date: _____

Have you completed Accreditation to work in a Catholic School? Yes No

Do you hold a current First Aid Certificate? Yes No

Do you hold a current Driver's Licence? Yes No

If yes, what category licence? _____



2.2 EDUCATIONAL, PROFESSIONAL OR TECHNICAL QUALIFICATIONS

Year Obtained	Institution	Qualification	Major Area(s) /Study

2.3 EMPLOYMENT RECORD

Employer	Dates	Position Held	Full-time or Part-time (show FTE)

2.4 RELEVANT PERSONAL PROFESSIONAL DEVELOPMENT

List any relevant professional development.

2.5 COMMUNITY INVOLVEMENT

Describe any ways you have been involved in activities associated with your local community and/or parish.

2.6 PROFESSIONAL ASSOCIATIONS

List any professional associations of which you are a member.

3. REFEREES

Names and addresses of persons who have consented to act as referees. The Principal reserves the right to speak to persons not nominated by the applicant in regard to professional background. One of these persons must be your current employer.

3.1 PARISH PRIEST

Name: _____

Parish: _____

Phone: _____ Mobile: _____

Email: _____

3.2 CURRENT EMPLOYER

Name: _____

Position: _____

School: _____

Phone: _____ Mobile: _____

Email: _____

3.3 PROFESSIONAL REFEREE

Name: _____

Position: _____

School: _____

Phone: _____ Mobile: _____

Email: _____

3.4 PROFESSIONAL REFEREE

Name: _____

Position: _____

School: _____

Phone: _____ Mobile: _____

Email: _____

4. STATEMENT OF SUITABILITY

Please provide a statement below on your perceived suitability for this role in relation to fulfilling the selection criteria and regarding the key aspects and responsibilities referred to in the Role Description.

This statement should be no more than 450 words.

5. OTHER RELEVANT INFORMATION

Working in a Catholic School

All support staff are required to:

- Actively support the objectives and ethos of Catholic Education and the Vision and Mission of the College.
- Live and act in a way that respects the beliefs and practices of the Catholic community.
- Adhere to the College Code of Conduct.
- Participate in an appropriate manner in the sacramental, liturgical and prayer life of the College.
- Actively witness to Gospel Values in their daily work and in relationships with students, parents and staff.
- Complete the appropriate [Catholic School Accreditation requirements](#)

Declaration

I declare that the information in the application is complete and correct in every detail. I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Signature: _____

Date: _____

Holy Cross College employs support staff under the Roman Catholic Archbishop of Perth's Non-Teaching Staff Enterprise Bargaining Agreements and Salary Schedules, please refer to the [Catholic Education Western Australia website](#).

Prior to commencement of employment all support staff must provide the following documents:

- A valid Working with Children Check
- [Department of Education National Police History Check](#) (issued within the last three months)
- Academic transcripts, where relevant

EMPLOYMENT COLLECTION NOTICE

In applying for this position you will be providing Holy Cross College with personal information. We can be contacted at 18 Strathmore Parkway, Ellenbrook WA 6069
Telephone: (08) 9297 7600 or email: employment@holycross.wa.edu.au.

If you provide us with personal information, for example your name, address or information contained in your resume, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. 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.

We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations e.g. Catholic Education Office.

Successful applicants are required to complete a Catholic Education Western Australia (CEWA) Check of Employment Status.

APPLICANT EMPLOYMENT HISTORY

NB: This personal information is being collected to conduct a screening check for employment history.

PERSONAL DETAILS OF THE APPLICANT TO BE CHECKED			
FAMILY NAME GIVEN NAME(S)			
PREVIOUS OR GIVEN NAME(S)			
DATE OF BIRTH			
PREVIOUSLY EMPLOYED BY CEWA		YES	NO
If Yes what is your most current placement			
EMPLOYEE CODE (if known)			
EMPLOYMENT HISTORY			
POSITION	ORGANISATION / SCHOOL	STATE / COUNTRY	DATES

DECLARATION BY APPLICANT

I declare that the details and information on this document are true, complete and correct to the best of my knowledge and I understand any false or misleading statement will be sufficient cause for employment to be withdrawn.

SIGNATURE OF APPLICANT

DATE

*Note completed form to be kept on personal file