



Application for Employment

Application for Employment

Teacher

Position applying for: _____

Personal details

Name: _____

Address: _____

Phone: _____

Email: _____

Current position: _____

Current employer: _____

Religious denomination: _____

Parish: _____

Qualifications

2.1 Teachers Registration Board of Western Australia (TRBWA)

Number: _____ Expiry date: _____

2.2 Working with Children Check

Number: _____ Expiry date: _____

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 Current employer

Name: _____

Position: _____

School: _____

Mobile: _____ Phone: _____

Email: _____

3.2 Professional referee

Name: _____

Position: _____

School: _____

Mobile: _____ Phone: _____

Email: _____

3.3 Professional referee

Name: _____

Position: _____

School: _____

Mobile: _____ Phone: _____

Email: _____

3.4 Parish Priest (optional)

Name: _____

Parish: _____

Mobile: _____ Phone: _____

Email: _____

Other relevant information

Teaching in a Catholic school, all 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 teaching staff under the [WA Catholic School Teachers Enterprise Agreement 2023](#) (EA) and Salary Schedules. Please refer to the [Catholic Education Western Australia \(CEWA\) website](#).

Prior to commencement of employment, all teaching staff must be registered with the Teacher Registration Board of Western Australia (TRBWA), and provide the following documents:

- Proof of a TRBWA registration and financial status.
- A valid Working with Children Check.
- Academic transcripts.

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 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 name(s): _____

Date of birth: _____

Previously employed by CEWA: ☐ Yes ☐ No

If yes, what is your most recent 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 statements will be sufficient cause for employment to be withdrawn.

Signature of applicant: _____

Date: _____

*Note: completed forms to be kept on personal file



**18 Strathmore Parkway Ellenbrook
Western Australia 6069**

Telephone: +61 8 9297 7600

Email: admin@holycross.wa.edu.au

Web: holycross.wa.edu.au