



**Holy Cross**  
College

# **Application for Employment**

# Application for Employment

Position applying for: \_\_\_\_\_

## Personal details

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current position: \_\_\_\_\_

Current employer: \_\_\_\_\_

Religious denomination: \_\_\_\_\_

Parish: \_\_\_\_\_

Not all staff members of Holy Cross College are Catholic. However, every staff member is expected to actively support the Catholic ethos, and specifically the Vision and Mission of Holy Cross College.

## Qualifications

**2.1 Working with Children Check** Yes / No

\*This will be required if successful. Please provide a copy of your card along with your application.

Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

**2.2 Do you hold a current First Aid Certificate?** Yes / No

**2.3 Do you hold a current Driver's License?** Yes / No

If yes, what category license? \_\_\_\_\_

**2.4 Have you completed Accreditation to work in a Catholic school?** Yes / No

**2.4 List any additional educational qualifications or certificates completed.**

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## 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

Working 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 Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014 and Salary Schedules. Please refer to the [Catholic Education Western Australia \(CEWA\) website](#).

Prior to commencement of employment, all support staff must have the following, or be willing to obtain and provide the following documents:

- A valid Working with Children Check.
- Department of Education Nationally Coordinated Criminal History Check.

## 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



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Web: [holycross.wa.edu.au](http://holycross.wa.edu.au)