

Application for Employment Instructions for Applicants

Applicants are asked to include the following information as part of their application:

1. A letter outlining the reasons for your interest in the position (one page)
2. The completed Application Form including the contact details of referees (one of which must be your current employer)
3. Any additional relevant information

Confidential enquiries to the Principal, Mr Mark Antulov through Executive Assistant Mrs Heather Downsborough on 08 **9301 6221**

Applications should be marked 'Confidential', should be either clipped together (no files please) OR completed electronically, and addressed to the Principal:

Email: Exec Assistant to the Principal, Mrs Heather Downsborough
hdownsborough@prendiville.wa.edu.au

Post: **Prendiville Catholic College**
PO Box 381
JOONDALUP WA 6027

1. Please fill in ALL sections of this form even if you wish to attach a Curriculum Vitae.
2. Your covering letter should explain your reasons for applying for this position AND any other relevant information you may wish to include.
3. Please attach this Application Form to your letter of application.
4. The Principal reserves the right to seek information from people not listed here unless specifically requested not to do so.
5. Applicants will be expected to uphold the Catholic ethos of the College.
6. In accordance with regulations for employee screening, it is necessary for all new staff in Catholic Schools to obtain a Working With Children qualification, and for teachers and leaders, to be financially registered under the Teacher Registration Board WA before commencing their duties.
7. In applying for this position you will be providing Prendiville Catholic College with personal information.
8. If you provide us with personal information, for example your name and address or information contained on your Curriculum Vitae, we will collect the information in order to assess your application. You agree that we may store this information for as long as necessary.
9. 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.
10. We will not disclose this information to a third party without your consent.
11. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the college, and why, that they can access that information if they wish, that the college does not usually disclose the information to third parties and that we may store their information for as long as necessary.
12. The College follows the Disputes and Complaints Resolution policy approved by the Catholic Education Commission of Western Australia (CECWA). A copy of this is available upon request

APPLICATION FORM

POSITION APPLYING FOR	
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1. PERSONAL INFORMATION

Surname	
Christian Name	
Home address	
Email	
Mobile phone	
Current position	
Current Employer	
Address for communication	

Nationality:	Religious Denomination:
[If you are not an Australian citizen, proof of residency and permission to work in Australia will be required]	
West Australian Teacher Registration Board current membership:	
Number:	Expiry Date:
State of Health: Do you have any medical condition which, to the best of your knowledge, could affect your ability to fulfil your role at Prendiville Catholic College? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, please note further details:	
Have you ever been convicted in a court of law for anything other than for a traffic offence? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, please note further details:	

2. QUALIFICATIONS

2.1 Tertiary Education Qualifications:

Years attended	Institution	Qualifications	Major area/s Study

2.2 Other Qualifications (including Religious Education qualifications):

Years attended	Institution	Qualifications	Major area/s Study

Catholic School Accreditation

Accreditation	Y/N	Date awarded	Expiry date
Accreditation to Teach in a Catholic School			
Accreditation to Teach Religious Education			
Accreditation for Leadership of the Religious Learning Area			

2.3 Relevant Personal Professional Development

Give details of courses, conferences, and seminars attended within the past three years that relate to the position

Course Title	Date	Relevance to Position

3. EXPERIENCE

3.1 Teaching Experience (including Religious Education):

What are your total full years of teaching experience? _____ years.

Years	FTE	Subjects	School

3.2 Administrative Experience

Provide details of the administrative role and responsibilities and length of time in the position. List achievements.

3.3 Parish or Community Involvement

Please list below any form of parish ministry or community activity you are or have been involved in.

4. OTHER

4.1 List the Professional Associations of which you are a member:

4.2 List any awards or achievements you have received:

4.3 Extra-curricular Involvement

Please specify any particular expertise or interest you may have had in the area of extra-curriculum outside of school hours, including campus ministry activities, sports coaching, speech and drama qualifications, music or art involvement, second language, or other activities or achievements.

Activity	Organisation	Qualifications	Year/s involved

4.4 Educational Philosophy:

Outline what you consider to be the major developments in education today and how they are influencing you in the learning environments you work in. (Maximum 200 words)

4.5 Pastoral Care

All staff at Prendiville Catholic College are expected to be involved in the pastoral care initiatives of the school. This includes the care and support of a Home Room Group. Please outline any areas of expertise or interest you have in the area of pastoral care. (Maximum 200 words)

4.6 Technology Skills:

Prendiville Catholic College is a learning environment where learning technologies enhance the teaching philosophy of the College, supporting a personalised and twenty first century model. The majority of administration tasks are completed electronically and documents are exchanged and stored electronically.

Give examples of ways in which you have integrated ICT into the various aspects of the role you are currently employed.

5. STATEMENT:

Prendiville Catholic College requires the all leaders to successfully undertake their duties with an understanding of the four leadership domains of:

1. Catholic Identity (Discipleship)
2. Education (Learning)
3. Stewardship (Accountability)
4. Community (Engagement)

For each of these four areas of the role, please outline your experience, incorporating your beliefs and values as well as specific examples of the initiatives in which you have been involved in.

Please also detail the manner in which you believe you could contribute to Prendiville Catholic College in each of these aspects of the life of the College.

Please limit your response to this section to no more than four pages (one page per domain).

6. REFEREES

Names and addresses of persons who have consented to act as referees: The Principal reserves the right to contact persons not nominated by the applicant.

6.1 Parish Priest

Name:	
Parish:	
Address	
Parish Phone:	Mobile No.

6.2 Professional Referee

(a person with whom you are currently working)

Name:	
Position:	
School:	
Business Phone:	Mobile No.
<i>If you do not want the person nominated in 5.2 to be someone with whom you are currently working, please outline your reasons and nominate an alternate referee with whom you have recently worked (in addition to 5.3).</i>	
<i>Reason:</i>	

6.3 Professional Referee

Name:	
Position:	
School:	
Business Phone:	Mobile No.

6.4 Current Employer

Name:	
Position:	
School:	
Business Phone:	Mobile No.
<i>If you do not want the person nominated in 5.4 to be contacted please outline your reasons and nominate as a referee a previous employer or another person to whom you have been responsible in your employment.</i>	
<i>Reason:</i>	

6.5 Alternative to 6.4

Name:	
Position:	
School:	
Business Phone:	Mobile No.

Prior to appointment, you will be required to submit current documentation, including the following:

- 1. Certified copies of Academic qualifications**
- 2. Teacher registration showing financial status**
- 3. Accreditation Certificate/s**
- 4. A copy of your Federal Crimtrac 100 Point Police Clearance**
- 5. Working With Children qualification**

WORKING IN A CATHOLIC SCHOOL A STATEMENT OF PRINCIPLES

The philosophy of Catholic education has been expressed in many Church documents since the Second Vatican Council. Whilst the Catholic school is accountable to the community for the provision of quality education to its students, it is accountable also to the Church community for providing this education within the context of Gospel values as espoused by the Catholic tradition. The Catholic school is more than an educational institution: it is a key part of the Church, an essential element in the Church's mission.

The Catholic education philosophy reveals a concern for an education that combines sound knowledge and skills with an overall personal development based in Christian values. Such an education is dependent for its effectiveness on a high level of interpersonal relationship between teacher and pupil, and between staff member, teacher and pupil, through which the staff member is called to witness to the essential values of Christ.

Staff in the Catholic schools are more than employees. They minister in the name of the Church and of the Gospel and as such participate actively in the life of the Church and have a pastoral concern for each individual student.

It is expected all staff employed in a Catholic School will perform conscientiously and competently, the duties, both teaching and non-teaching, assigned by the Principal in accordance with normal practice in Catholic schools.

Staff should help maintain an atmosphere of charity and justice within the school, as would be expected in a community and help ensure the provision of the Catholic religious perspective in all activities of the school in which staff and students engage.

Only a person supportive of Catholic Educational philosophy may be a staff member in a Catholic school. Staff bear witness to Christ and Christian values in their own conduct and by personally supporting, evaluating, developing and disseminating the Catholic school philosophy.

The objectives which staff in a Catholic school undertake to support and promote require them to:

- (i) participate in worship and prayer in the school;
- (ii) adhere to Catholic principles and by personal example, integrity and behaviour, support Catholic moral standards.

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. I have read "Teaching in A Catholic School: A Statement of Principles" and support its contents and the objectives outlined.

Signature

Date



CATHOLIC EDUCATION
OFFICE OF WESTERN AUSTRALIA

NATIONAL CHECK OF EMPLOYMENT STATUS

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

Please email the form to ecr@cathednet.wa.edu.au. Please include the applicants name in the subject heading.

PERSONAL DETAILS OF THE APPLICANT TO BE CHECKED				OFFICIAL USE ONLY	
FAMILY NAME	GIVEN NAME(S)	PREVIOUS NAME(S) OR ALIAS		YES	NO
DATE OF BIRTH					
PLACE OF BIRTH					
INTERSTATE ADDRESS (IF RELEVANT)					
QUALIFICATIONS	UNIVERSITY	STATE / COUNTRY	YEAR		
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:		
TO BE COMPLETED BY REQUESTING SCHOOL					
SCHOOL NAME:			REQUESTING OFFICER:		
OFFICIAL USE ONLY: SCREENING AUTHORISATION					
SIGNATURE:			DATE:		