# Teaching Staff – Application Form

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)

Applications should be marked 'Confidential' OR completed electronically, and addressed to the Principal, Mr Mark Antulov.

***Email:*** Exec Assistant to the Principal, Mrs Leishele Pearce
Leishele.Pearce@cewa.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.

# TEACHER APPLICATION FORM

## 1.0 PERSONAL INFORMATION

| | |
|---|---|
| **Surname** | |
| **Christian Name** | |
| **Home address** | |
| | |
| **Date of Birth** | |
| **Email** | |
| **Mobile phone** | |
| **Current position** | |
| **Current Employer** | |
| **Religion** | |
| **Address for communication** | |
| | |

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|---|
| Nationality: |
| [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:<br><br>Number: Expiry Date: |
| State of Health:<br>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?<br>Yes ☐ No ☐<br>If so, please note further details: |
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| Have you ever been convicted in a court of law for anything other than a traffic offence?<br>Yes ☐ No ☐<br>If so, please note further details: |
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## 2.0 QUALIFICATIONS

### 2.1 Tertiary Education Qualifications:

| Years attended | Institution | Qualifications | Major area/s Study |
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### 2.2 Other Qualifications

| Years attended | Institution | Qualifications | Major area/s Study |
|---|---|---|---|
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### 2.3 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 | | | |

### 2.4 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 |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

## 3.0 EXPERIENCE

### 3.1 Teaching Experience (including any recent Practicums)

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

| Years | Subjects | School |
|---|---|---|
| | | |
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### 3.2 Administrative Experience: (Maximum 200 words)

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

### 3.3 Parish or Community Involvement: (Maximum 200 words)

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

## 4.0 OTHER

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

### 4.2 Extra-curricular Involvement: **(Maximum 200 words)**

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 |
|---|---|---|---|
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### 4.3 Culture that promotes learning: **(Maximum 200 words)**

Outline your experience of providing a contemporary teaching and learning culture and environment for your students.

**4.4 Pastoral Care: (Maximum 200 words)**

Share your experiences or understanding of Pastoral Care in a Catholic School?

**4.5 Information Communication Technology: (Maximum 200 words)**

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. Share how your teaching is enhanced by the use of ICT.

## 5.0 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.**

### 5.1 Current Employer

(this would normally be the Principal and is not relevant for Graduate Teachers)

| | |
|---|---|
| Name: | |
| Position: | |
| School: | |
| Business Phone: | Mobile No. |
| ***If you do not want the person nominated in 5.1 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).*** | |
| ***Reason:*** | |
| | |
| | |

### 5.2 Professional Referee

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

### 5.3 Current Employer

| | |
|---|---|
| Name: | |
| Position: | |
| School: | |
| Business Phone: | Mobile No. |
| ***If you do not want the person nominated in 5.3 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.*** | |
| ***Reason:*** | |
| | |
| | |

**REFEREES CONTINUED**

**5.4 Alternative to 5.3**

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

**5.5 Parish Priest**

| | |
|---|---|
| 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**

Please tick the following to advise how you heard about the current advertised position.

- ☐ CEWA Website
- ☐ PCC Website
- ☐ West Australian
- ☐ Other

**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 'Working in a Catholic School: A Statement of Principles' and support its contents and the objectives outlined.

_____ _____

**Signed** **Date**