APPLICATION FOR ADVERTISED SCHOOL EMPLOYEE POSITION
2015

Thank you for your expression of interest in a position in the Archdiocese of Canberra and Goulburn.

Before completing this application form, please read the accompanying documentation. Should you be in agreement with the contents of those documents, complete this form and send to:

The Principal of the School, or the Director of the Early Learning Centre or Out of School Care Centre identified in the advertisement:
- The Application Form (Pages 3 - 6)
- The Proof of Identity Form (Pages 8 - 9)
- The documentation requested in ***Directions for completing this application***.
- Other documentation as requested in the advertisement.

DIRECTIONS FOR COMPLETING THIS APPLICATION

Documents
Listed below are the documents to be included with this application. You are required to submit photocopies of the original documents – only photocopies certified as true copies by a Justice of the Peace or a person authorised to certify documents will be acceptable.
Originals of documents will be required for sighting at interviews.

Child Protection
Please take note of what is required in number 5 below: Child Protection.

1. Identity and residency

- Proof of Identity Form (pages 10 – 11)
  If you do not have access to a representative of the Catholic Education Office Canberra and Goulburn, leave the Proof of Identity form incomplete, and in your covering letter indicate that if asked to attend an interview, you will bring to the interview 100 points of ID so that the head of the Interview Panel can complete the form with you.
  Applicants already employed by the archdiocese of Canberra and Goulburn need to provide a copy of this form with their application.

- Evidence of change of name (if applicable)

- If you hold a working visa, provide a certified copy of your visa.

2. Qualifications

- Certified copies of any qualifications you are providing to support your application. Both the testamur and
  the final academic transcripts are required. Academic transcripts should show eligibility for the award. Include front and back of the original transcript for descriptive or explanatory information.

  If the Catholic Education Office already has certified copes of your qualifications, include with this application uncertified copies for the interview panel.

- Where qualifications are not written in English, provide *t*ranslation/s to English of these qualification/s, their academic transcript/s and any other relevant documentation, prepared and certified by a recognised interpreting and translating service.

- Applicants whose first language is not English, provide your results in an the International English Language Test (Academic). The test result needs to have an average band score of 7.5 across all four skill areas of listening, speaking, reading and writing, with no score below 7.0 in any of the four skill areas and a score of no less than 8.0 in sparking and listening. Your results need to be from a test taken within the previous two years. Testing and locations can be found at http://www.ielts.org/.

3. Accreditation

- Evidence of Religious Education Accreditation (if applicable)

4. Employment history (if applicable)

- Statements of Service from Current and/or Previous Employers showing commencement dates, termination dates, whether service was Full-Time, Part-Time or Casual, and any unpaid leave taken. For Part-Time or Casual: details of hours/days worked.
  You do not need to supply a Statement of Service for any service in schools of the Archdiocese of Canberra and Goulburn, as the Catholic Education Office already has this information.

5. Child Protection

- ACT applicants: a copy of your current WWVP card.
- NSW applicants: a copy of the notification from the Office of the Children's Guardian containing your WWC clearance number

ACT Applicants: The Working with Vulnerable People Check
If you do not yet have a WWVP card, download the registration form from the Office of Regulatory Services website www.ors.act.gov.au or collect one from the Office of Regulatory Services Shopfront or any of the Canberra Connect shopfronts. Take the form and other documents to the ORS or a Shopfront. Your card will be mailed to you. There is information on the ORS website about the process.

NSW Applicants: The Working with Children check
If you do not have a WWC clearance number, apply online for the working with Children Check on the Commission for Children and Young People website, www.kids.nsw.gov.au. You will receive by email an Application Number which you need to take to an Office of the Roads and Traffic Authority or other centre for processing WWC applications. The Office of the Children's Guardian will email your WWC Clearance Number to you. There is information on the CCYP website about the process.

Referee Checks

We will ask your referees the following questions about your suitability for work with children.
- *This position involves working with children individually and in groups. The work is generally unsupervised. Please comment on the applicant's suitability for working with children.*
- *What experience has the applicant had working with children?*
- *(For past or present employer referees) Are there any matters, complaints, investigations or allegations outstanding against this applicant?*

We will also ask you the above questions and the following question during the system interview.
- *Have there ever been complaints made against you about your conduct or behaviour towards or with children.*

CATHOLIC EDUCATION
Archdiocese of Canberra & Goulburn

APPLICATION FOR ADVERTISED SCHOOL EMPLOYEE POSITION
2015

PLEASE PRINT

Surname	
Previous Surname if applicable	
Given Names	
Title (ie Mr/Mrs/Ms/Miss …)	
Religion	
Date of Birth	
Residential Address – Street	
Suburb/ Town	
Post Code	
Mailing Address - Street	
Suburb/ Town	
Post Code	
Phone Number	
Mobile	
Email*	

* You need to provide an email address, as some correspondence with staff is only by email.

Qualifications

Institution	Years Attended	Award Conferred	Date Conferred

Employment History
(Please list positions in order, beginning with the most recent)

Employer (School or Business)	Position Held	Full Time Equivalent	Date commenced	Date terminated

Religious Education Accreditation
Archdiocese of Canberra and Goulburn

Support staff need to gain RE Accreditation A (to work in Catholic Education in the Archdiocese of Canberra and Goulburn) once employed.

RE Accreditation A: ☐ Yes ☐ No Date Gained: _____

Community Involvement

Describe any way you have been involved in activities associated with parish and/or community:

General State of Health

Do you have any health or medical conditions which may affect your work?

If yes, is there anything we need to know, as an employer, in regard to managing the condition/s?

Professional Associations

List any professional associations of which you are a member:

Other

Any other information relevant to this application:

Referees

☐ I give consent to the following referees being contacted in regard to my application.

☐ I give consent to additional referees being contacted to assist with the processing of this application.

1. Parish Priest or Minister

Name	
Address	
Business Phone	
A/H Phone	
Mobile	
Email	

2. Most Recent Employer or Current Principal
(for graduating students, your most recent practicum supervisor)

Name	
Address	
Business Phone	
A/H Phone	
Mobile	
Email	

3. Professional Colleague or Past Employer

Name	
Address	
Business Phone	
A/H Phone	
Mobile	
Email	

Employment Collection Notice

The Catholic Education Office (CEO) will generally collect personal information about an individual using forms completed by the individual, interviews and telephone calls. In relation to personal information of an individual, the CEO's primary purpose of collection is to enable it to provide schooling for the student. Some of the information we collect is to satisfy the CEO's legal obligations, particularly to enable the System to discharge its duty of care. Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws with which the CEO complies as relevant.

The CEO may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school or previous employers. Health information about a person is classified as sensitive information within the terms of the Australian Privacy Principles under the Privacy Act.

The CEO, on occasion, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools; government departments or agencies such as the ACT and NSW educational and teaching Institutes, the Catholic Education Commission; the National Catholic Education Commission; the Archdiocese of Canberra and Goulburn and its parishes; other Dioceses or parishes, medical practitioners and people providing services to the schools.

The CEO has in place procedures to protect the personal information it holds from misuse, loss, unauthorized access, unauthorized modification or disclosure. The CEO may utilise external providers to deliver certain services including 'cloud' data storage to the System and its staff and students. The CEO may store personal information in the 'cloud' which may mean that it resides on servers that are located outside Australia.

The CEO's Privacy Policy sets out how employees may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the CEO's duty of care to the staff or students, or where information is provided in confidence.

The CEO from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. Such information may also be disclosed to organisations that assist in the CEO's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. On occasion information such as academic and sporting achievements, student activities and school-related news is published in School and Diocesan newsletters, magazines or other publications and on the School, Catholic Education Office or Diocesan websites. Photographs of employee and student activities such as academic or sporting events, school camps and excursions may be taken for publication in newsletters and magazines and on our intranet.

The CEO's Privacy Policy outlines how an individual may complain about an alleged breach of privacy and how the System will deal with such a complaint. The Catholic Education Office Privacy Policy can be viewed at http://www.cg.catholic.edu.au/

Declaration

Please read carefully and sign.

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

I am prepared to develop and actively support the Christian philosophy, character and educational policies of Catholic Schools.

I have read *Working in Catholic Schools – a Statement of Principles* (as printed on page 7 of this application), I concur with its content and agree to support the objectives outlined.

I have read *Religious Education Accreditation for staff employed in Catholic Education in the Archdiocese of Canberra and Goulburn.**

I have read *Guidelines for Professional Conduct in the Protection of Children and Young People**.

I have read the *Catholic Education Office Privacy Policy**.

I am eligible for child-related employment and undertake to fulfil my obligation to comply with relevant legislation.

I understand that I must provide a current Working with Children Check or Working with Vulnerable People registration card prior to commencing employment in the Archdiocese of Canberra and Goulburn.

* *These are at* http://www.cg.catholic.edu.au/

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Signature:_____   Date:_____

WORKING IN CATHOLIC SCHOOLS - A STATEMENT OF PRINCIPLES

The Catholic School is a privileged means of promoting the formation of the whole person. It forms part of the saving mission of the Church, especially for education in the faith.

The Archbishop, as the principal teacher in the Archdiocese, commissions persons supportive of Catholic education philosophy to participate in the mission of proclaiming the Good News of salvation to all and to train them to live knowingly as children of God.

This philosophy of Catholic education, expressed in a growing number of documents and policy statements over the last decade, guides the Catholic School in its functioning. Whilst it is accountable to the community at large for the provision of quality education to young citizens, it is also accountable to the Church community for providing this within the context of Christian Gospel values as espoused by the Catholic tradition. The Catholic School is more than an educative 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 rooted in Christian values. Such an education involves a high level of inter-personal relationships between staff and pupils.
Pope John Paul 11 has spelt out key implications for this for those who work in Catholic schools:
"The Church looks upon you as co-workers with an important measure of shared responsibility … To you it is given to create the future and give it direction by offering your students a set of values with which to assess their newly discovered knowledge … But your responsibilities make demands on you that are far beyond the need for professional skills and competence … Through you, as through a clear window on a sunny day, students must come to see and know the richness and the joy of life lived in accordance with Christ's teaching, in response to his challenging demands."
Address to Catholic Educators September 12, 1987

Those who work in the Catholic School are more than employees. They minister in the name of the Church and of the Gospel in one way or another and as such participate actively in Church life and should have a pastoral concern for each individual student.

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

All staff have a responsibility to develop and maintain an adequate understanding of those aspects of Catholic teaching that relate to their work, and by their own example provide a Christian leadership role for all members of the school community.

The objectives which staff undertake to support and promote during their term of employment require them:
   I.   To perform conscientiously and competently the duties that they are assigned by the principal in accordance with normal practice in Catholic schools
  II.   To participate in worship and prayer in the school in co-operation with the parish priest or priest in charge, and the principal
 III.   To adhere to Catholic principles and at all times by personal example, integrity and behavior, to support Catholic moral standards.

CATHOLIC EDUCATION
Archdiocese of Canberra & Goulburn

PROOF OF IDENTITY
For Positions in NSW and the ACT

Your identity must be verified using original documents (except as noted) adding up to a minimum of 100 points before your Application for Employment can be processed.

Instructions for Applicant:
1. Complete Sections A, B, C and E.
2. Take this Form and your original identification documents (except as noted) to a Catholic School Principal or to the Catholic Education Office for verification.
3. Complete Section D in the presence of the person verifying your identity. That person will complete Section F.
4. Include this completed Form with your Application for Employment.

A. DETAILS OF APPLICANT

Title

Family Name/Surname

Given Name(s)

Date of Birth

D D — M M — Y Y Y Y

B. CURRENT RESIDENTIAL ADDRESS OF APPLICANT

Unit Number/Street Number/ Street Name

Suburb/Town   State   Postcode

C. CURRENT POSTAL ADDRESS OF APPLICANT

[X] Cross here if same address as above

Unit Number/Street Number/ Street Name

Suburb/Town   State   Postcode

D. DECLARATION BY APPLICANT

Important: Sign this section of the form ONLY in the presence of the person certifying your identification (a Catholic School Principal, Principal's delegate or Catholic Education Office personnel)

I do hereby solemnly swear that:
(a) I am the person to whom this Proof of Identity form relates;
(b) This Proof of Identity form has been completed by me and not by any other person.

Applicant's Signature

Principal or delegate's Signature (as witness)

Date

D D — M M — Y Y Y Y

Please fill in second page

E. IDENTIFICATION DOCUMENTS (ORIGINAL DOCUMENTS MUST BE SIGHTED)

PRIMARY DOCUMENTS: YOU MAY USE ONLY ONE PRIMARY DOCUMENT.

X	Birth Certificate (or certified copy)		State:	70
X	Citizenship Certificate		Country:	70
X	Current Australian Passport			70
X	Expired Australian Passport which has not been cancelled and was current within the preceding 2 years			70
X	Current passport from another country		Country:	70

SECONDARY DOCUMENTS: YOU MAY USE A COMBINATION OF SECONDARY DOCUMENTS. IF YOU USE MORE THAN ONE CREDIT AND SAVINGS ACCOUNT, BANK STATEMENT OR UTILITIES BILL, THEY MUST BE FROM DIFFERENT INSTITUTIONS.

X	Current Australian driver photo licence — Number	State	Yes:	X	40
X	Student ID Card issued by an Australian tertiary education institution		Yes:	X	40
X	Property Rates notice (showing your current address)		Yes:	X	25
X	Property Lease agreement (showing your current address)		Yes:	X	25
X	Home Insurance Papers (showing your current address)		Yes:	X	25
X	Bank Statement (showing your current address)		Yes:	X	25
X	Current credit card or account card from a bank, building society or credit union		Yes:	X	25
X	Current telephone, water, gas or electricity bill (showing your current address)		Yes:	X	25
X	Motor vehicle registration or insurance documents (showing your current address)		Yes:	X	25
X	Medicare Card		Yes:	X	25
	Total points (must = 100 points or more)		Points		

CERTIFIER'S CHECKLIST

1. Check that the details in section A, B and C match the details on the identification documents.
2. Ask the applicant to sign and date section D. If the application is already signed, request the applicant to sign below the box and check it is a true likeness.
3. You must sight original documents to complete section F. As each document is checked against the details shown, cross 'X' in the box. At least one document must contain a photo of the applicant. Return all ID documents to the applicant.
4. Sign and complete section F.

F. CEO/PRINCIPAL USE ONLY - DOCUMENT CONFIRMATION

Date of Birth sighted		Yes:	X
Photo ID sighted		Yes:	X
Current address sighted		Yes:	X
Signature sighted		Yes:	X

I declare the Photo ID sighted is a true likeness of the Applicant. I have sighted and confirmed the Proof of Identity against original documentation.

Name and position of person certifying applicant's identity

Signature of person certifying applicant's identity

Date

D D — M M — Y Y Y Y