



APPLICATION FOR EMPLOYMENT

All Positions (except for School Support Officer positions)

INSTRUCTIONS – PLEASE READ THESE CAREFULLY

1. It is your responsibility to know if you are a teacher within the meaning of the terms of the NSW Teachers Institute Act. The Catholic Education Office of the Diocese of Wollongong ('the CEO') cannot give you this advice.
2. Your application form must be typed. You must complete **all** sections in this form and fill in all spaces.
3. Access to the internet will be required to read additional information.
4. All supporting documentation must be certified copies of the original documents – only **photocopies carrying the original signature of a Justice of the Peace** are acceptable.
5. All required supporting documentation must be attached to the completed application form. Partially completed forms or forms without full documentation will be returned.
6. Please save an electronic copy of your application for future use/reference.
7. Do not staple your application. Do not double side print.
8. For assistance in completing this application, please email recruitment@dow.catholic.edu.au.

SECTION 1 PERSONAL DETAILS

Title (Mr, Mrs, Ms, Miss, Dr):	Phone:
Given Name(s):	Mobile:
Surname:	Email: <small>Please note that this email address needs to be current and correct as it is used for all correspondence and contracts.</small>
Previous name(s):	Date of Birth: / /
Residential Address: Postcode:	Place of Birth: (City, State, Country)
Postal Address: Postcode:	Country of Citizenship: Australian Resident: Yes <input type="checkbox"/> No <input type="checkbox"/>
Marital Status:	Religion:

Are you of Aboriginal or Torres Strait Islander origin? No Aboriginal Torres Strait Islander
(Persons of both Aboriginal and Torres Strait islander origin should mark BOTH boxes)

Is English your first language?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No –	
- Did you study for your qualification in English in a country where English is an official language?	Yes <input type="checkbox"/> No <input type="checkbox"/>
- Have you undertaken the International English Language Testing System (IELTS), Academic Modules Assessment, Professional English Assessment for Teachers (PEAT), or an equivalent within the last 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>
- Attach a copy of your most recent IELTS, PEAT or equivalent - if applicable.	

SECTION 2

POSITION APPLYING FOR – CHOOSE ONE ONLY

1. ADVERTISED POSITION

Forward this Application to: *Address given in the advertisement.*

Title of Position applied for: _____

School Name: _____

Current status with the Diocese of Wollongong – please choose one:

Current Employee Employee Number:
I have worked in the DOW in the last 12 months.

Current approval to seek employment
*I have been approved to seek employment with the DOW
in the last 12 months, but have not worked.*

Previous Employee Employee Number:
I have not worked in the DOW in the last 12 months.

New to the Diocese of Wollongong

2. APPROVAL TO SEEK EMPLOYMENT AS A CASUAL TEACHER

Forward this Application to: *Head of Human Resource Services
Catholic Education Office, Diocese of Wollongong
LMB 8802
Wollongong NSW 2500*

Please **number in order of preference** where you would be prepared to teach:

Illawarra (Helensburgh – Kiama)

Southern Highlands (Moss Vale, Mittagong, Bowral) **NB:** No Secondary schools in this area

Shoalhaven (Nowra, Milton)

Macarthur Region (Camden, Campbelltown, Narellan, Picton, Eagle Vale, Ingleburn)

SECTION 3

BOARD OF STUDIES, TEACHING AND EDUCATIONAL STANDARDS (BOSTES)

If you are commencing teaching in NSW or you are returning to the teaching of Board of Studies subjects in NSW after an absence of five years or more, you will need to be accredited with the NSW Board of Studies, Teaching and Educational Standards (BOSTES). Teachers registered with the teacher registration authorities of Victoria, the Northern Territory and Queensland are eligible to have their registration recognised by BOSTES.

Please refer to the BOSTES website for further information: www.bostes.nsw.edu.au

BOSTES Number:

Accreditation Level:

If you do not have an accreditation number, please indicate the reason below:

- I am an "Existing Teacher", i.e., qualified and teaching in NSW before and since October 2004 and **without** a five year teaching absence during that time.
- My application is now in process with BOSTES.
- Not Applicable - I am applying for a non-teaching position.

I am qualified to teach:

Primary

Not Applicable

Secondary – Subjects:

SECTION 4**THE NEW WORKING WITH CHILDREN CHECK**

For employment that involves child-related work you must fulfil **NSW child protection requirements and be cleared for child-related work**. You can apply for the new WWCC here:

www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check

Please provide either your WWC number or APP number.

WWC	Expiry Date: / /	OR	APP
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Not Applicable - I am a Current Employee

SECTION 5**EDUCATION****SECONDARY EDUCATION**

Highest Qualification:	Year Taken:
School:	

TERTIARY EDUCATION

Qualification Gained	Institution Attended	Years Attended	Date Awarded
		-	
		-	
		-	
		-	

ANY OTHER TRAINING / COURSE / QUALIFICATION

Qualification Gained	Institution Attended	Years Attended	Date Awarded
		-	
		-	
		-	

FIRST AID

Do you hold a current First Aid Certificate?

Yes Expiry Date: / / No

PROFESSIONAL ASSOCIATIONS

List any Professional Associations of which you are a member.

OTHER SKILLS, INTERESTS OR PARTICULARS

List any skills, interests or particulars which you believe you may assist your application

All personnel, employed must be accredited to work, teach and lead at the appropriate level as per the [Accreditation to Work, Teach and Lead in Systemic Catholic Schools in the Diocese of Wollongong Staff Policy 2014](#).

Accreditation to teach Religious Education (RE) refers to formal study required for the teaching of RE.

RELIGIOUS EDUCATION QUALIFICATION

Qualification Gained	Institution Attended	Years Attended	Date Awarded
		-	
		-	
		-	

Please identify the level of accreditation for which you are applying.

Indicate level	Level	Role	Minimum Employment Requirements
<input type="checkbox"/>	A	School Support Staff and CEO Administration	<ul style="list-style-type: none"> Catholic/committed to Catholic Ethos. Having completed or be committed to completing a 6-hour Mission Induction Program.
<input type="checkbox"/>	B	Teachers and Professional Officers	<ul style="list-style-type: none"> Catholic/committed to Catholic Ethos. Having completed or be committed to completing a 12-hour Catholic Teacher Spiritual Formation Program.
<input type="checkbox"/>	C	Leaders (Middle Leaders and Coordinators at 2 and 3 point level) and Education Officers	<ul style="list-style-type: none"> Catholic/committed to Catholic Ethos. Having completed or be committed to completing a 24-hour Catholic Leadership Formation Program OR A leadership unit in a Masters degree from ACU, BBI, Notre Dame or other recognised Catholic Institution.
<input type="checkbox"/>	D	Teachers of Religious Education	<ul style="list-style-type: none"> Catholic 6 Units Undergraduate RE/Theology OR 4 Units Postgraduate RE/Theology.
<input type="checkbox"/> Provisional*			*Provisional accreditation is provided to anyone part way through this study and it must be completed within 5 years of being appointed to this role.
<input type="checkbox"/>	E	Senior Leaders (Principals, Assistant Principals, RECs), The Director of Schools, HOSS, Head of RELS, Professional/Education Officers in the CLARE and Staff Spiritual Formation Teams	<ul style="list-style-type: none"> Catholic Level C Level D Minimum 4 Units Postgraduate study in Theology/Religious Education/Spirituality/ Catholic Leadership.
<input type="checkbox"/> Provisional*			*Provisional accreditation is provided to anyone part way through this study and it must be completed within 5 years of being appointed to this role.

*** In applying for Provisional Accreditation I confirm my understanding and commitment to undertake the required post graduate units with 5 years of being appointed to this role.**

I have previously been accredited to teach Religious Education in another NSW Diocese.

Yes No

I have previously been accredited to teach Religious Education in another State.

Yes No

You are applying for child-related employment and there is a range of background checking requirements. Prohibited persons are not eligible to apply.

1. Have you been **barred from working with children**?

YES *If yes, please provide brief details.*

NO

2. Have you been **convicted** of an offence that would **bar** you from child-related work?

These disqualifying offences are specified in Schedule 2 of the *Child Protection (Working With Children) Act 2012*.
General details of the disqualifying offences can be viewed at - [Automatic barring records](#)

YES *If yes, please provide brief details.*

NO

3. Are you currently subject to any **criminal proceedings** that if proven would **bar** you from child-related work?

YES *If yes, please provide brief details.*

NO

4. (For applicants who have ever worked in NSW) Have you ever been the subject of an allegation of '**reportable conduct**'* involving a child (ie, sexual offence or sexual misconduct, assault, ill-treatment, neglect or psychological harm to a child)?

* '[Reportable conduct](#)' as defined by the NSW Ombudsman and Office of the Children's Guardian

YES *If yes, please provide brief details.*

NO

5. (For applicants who have ever been or worked outside of NSW) Have you ever been the subject of a serious allegation regarding harm to a child that resulted in notification to a statutory authority under the local child protection legislation?

YES *If yes, please provide brief details.*

NO

6. Are you aware of any reason or concern, held by another person, which may make you unsuitable to work in child-related employment?

YES *If yes, please provide brief details.*

NO

7. Have you ever been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm?

YES *If yes, please provide brief details.*

NO

8. Have you ever been convicted of any criminal offence?

YES *If yes, please provide brief details.*

NO

9. Have you ever been the subject of an allegation of workplace misconduct that was the subject of an investigation?

YES *If yes, please provide brief details.*

NO

10. During the last 5 years have you been the subject of formal performance management and/or disciplinary proceedings (or any action that might lead to such proceedings) in relation to your employment?

YES *If yes, please provide brief details.*

NO

11. As a result of such proceedings or for any other reason, have you ever been suspended, dismissed or asked to resign from your position?

YES *If yes, please provide brief details.*

NO

12. Have you ever had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled or suspended or withdrawn in Australia or any other country?

YES

NO

13. Have you ever been refused registration, accreditation, licensing, or classification as a teacher in Australia or any other country?

YES

NO

14. Do you have an illness, injury, chronic condition, psychological/emotional condition, or requirement for regular medication that may impact on your capacity to carry out the full requirements of the position for which you are applying, or that may be aggravated or worsened by the duties of the position?

YES *If yes, please provide details.*

NO

15. Have you in the last 3 years had 10 or more consecutive days leave for sickness that may be relevant when considering your application?

YES *If yes, please provide details, including dates.*

NO

16. Do you have any significant vision, voice or hearing loss or impairment that may impact on your capacity to carry out the full requirements of the position for which you are applying, or that may be aggravated or worsened by the duties of the position?

YES *If yes, please provide details.*

NO

17. Have you ever been a recipient of workers compensation payments or benefits (wages, medical expenses or injury lump sum compensation)?

YES *If yes, please provide details, including dates.*

NO

18. Have you ever been rejected or deferred as medically unfit for employment or medically retired from employment?

YES *If yes, please provide details, including dates.*

NO

19. Is there any other information regarding your health history that may need to be known when considering your application for employment?

YES *If yes, please provide details.*

NO

SECTION 8

NOMINATED REFEREES

As outlined below, please nominate referees depending on the position you are applying for. Ideally applicants for all positions would be able to provide a suitable faith referee. If applicants are unable to provide a faith referee, the CEO will consider other significant referees who can attest to the applicant's ability to respect and uphold the ethos and teachings of the Catholic Church (for non-leadership positions where there is no requirement to teach religious education).

TEACHING POSITION

Referee 1 - MOST RECENT PRINCIPAL/EMPLOYER or FINAL INTERNSHIP/PRACTICUM SUPERVISOR (*for Beginning Teachers*)

Referee 2 - PARISH PRIEST or MINISTER (Please use [Parish Priest Reference](#) form) *or*

ANOTHER SIGNIFICANT PERSON (*ie Teacher in a Leadership Role, School Principal, Religious Education Coordinator, CEO Personnel*)

Referee 3 - OTHER (*Examples – Previous Employer, Previous Principal, Assistant Principal, Head of Faculty, Previous Internship/Practicum Supervisor*)

Referee 4 - Optional, not required

LEADERSHIP POSITION (Principal, Assistant Principal, Middle Leader, Religious Education Coordinator)

Referee 1 - HEAD OF SCHOOL SERVICE/AREA ADMINISTRATOR/SUPERVISOR

Referee 2 - MOST RECENT PRINCIPAL/EMPLOYER

Referee 3 - PARISH PRIEST or MINISTER

Referee 4 - NOMINATED REFEREE

In addition to providing these details please have your referees complete the relevant Referee Reports.

[Referee Report – Principal](#)

[Parish Priest Referee Report – Principal](#)

[Referee Report – Assistant Principal](#)

[Parish Priest Referee Report – Assistant Principal](#)

[Referee Report – Middle Leader](#)

[Parish Priest Referee Report – Middle Leader](#)

[Referee Report – Middle Leader: Religious Education Coordinator](#)

[Parish Priest Referee Report – Middle Leader: Religious Education Coordinator](#)

POSITION AT THE CATHOLIC EDUCATION OFFICE

Referee 1 - MOST RECENT PRINCIPAL/EMPLOYER

Referee 2 - PARISH PRIEST or MINISTER (Please use [Parish Priest Reference](#) form) *or*

ANOTHER SIGNIFICANT PERSON (*ie Teacher in a Leadership Role, School Principal, Religious Education Coordinator, CEO Personnel*)

Referee 3 - OTHER (*Examples – Previous Employer, Previous Principal, Assistant Principal, Head of Faculty, Previous Internship/Practicum Supervisor*)

Referee 4 - Optional, not required [Referee Report – Education Officer](#)

REFEREE 1

Name:	Position:
Organisation:	
Phone:	Mobile:
Email:	

REFEREE 2

Name:	Position:
Organisation:	
Phone:	Mobile:
Email:	

REFEREE 3

Name:	Position:
Organisation:	
Phone:	Mobile:
Email:	

REFEREE 4

Name:	Position:
Organisation:	
Phone:	Mobile:
Email:	

The Catholic Education Office reserves the right to contact any previous employer other than the referees nominated above.

Listed below are the supporting documents required to complete this application.

You are required to take your original documents and photocopies to a Justice of the Peace to be certified – only photocopies carrying the original signature of a Justice of the Peace will be accepted.

Please note: If you are a *Current Employee* or have *Current approval to seek employment* and are seeking an advertised position, photocopies without the signature of a Justice of the Peace will be accepted.

QUALIFICATIONS

- University Final Transcript of Academic Results indicating eligibility for the award
- Religious Education Qualifications (*if applicable*)
- Other Degrees, Diplomas or Certificates including First-Aid Certificate (*if applicable*)

PROOF OF IDENTIFICATION

OPTION A

- an Australian or New Zealand passport

OPTION B

- a passport issued by the government of another country
The Catholic Education Office will use a [VEVO](#) check confirming that you are permitted to work in Australia.

OPTION C

- another form of photo identification issued by an Australian government agency, such as a Drivers Licence

AND

- an Australian or New Zealand birth certificate **or**
- an Australian or New Zealand citizenship certificate **or**
- [confirmation of enrolment](#) to vote in Australian state or federal elections.

ADDITIONAL IDENTIFICATION REQUIREMENTS

- Marriage Certificate or Change of Name Certificate (if any documents are submitted in a previous name)

ADDITIONAL DOCUMENTATION

- Professional Experience Reports (*Beginning Teachers only*)
- Statement of Eligibility from BOSTES (*New Scheme Teachers only*)

Providing the following information may affect your classification and rate of pay:

- Statement(s) of Service (*if applicable*)
A Statement of Service is a statement from an employer on official letterhead that contains a start date, termination date, whether service was full-time, part-time or casual, whether any paid promotions were held and whether any leave without pay was taken.
- Credit for Other Service (*if applicable*)
*I wish to have my application assessed for recognition of relevant industry experience and/or child rearing.
The requirements are set out in clause 7.2 and 7.3 of the Teachers (Country and Regional Dioceses) Enterprise Agreement 2013 and I submit my application and supporting documentation in accordance with this.*
- Relevant Industry Experience and Other Industry Experience – Statutory Declaration and/or Record of Employment
- Child Rearing – Statutory Declaration and Children’s Birth Certificates

Where did you find out about employment in the Diocese of Wollongong?

- CEO Website Careers Fair Teachers.on.net Catholic Weekly
- Local Newspaper Word of Mouth Other, please specify

1. Employment in a system of schools is child-related employment. By submitting this application, I am agreeing that there is no reason for the employer to believe I am not suitable to work in child-related employment. If any information not disclosed in this application is brought to the attention of the employer, my application may be reviewed and/or employment may be terminated.
2. In addition, I certify that the information provided in this application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of my application and/or termination of employment.
3. I am aware that I may be required to undergo a medical examination by a practitioner nominated by the employer prior to being offered employment. If this is requested and it is determined that I do not meet the requirements of the position on medical grounds, then the appointment may not proceed.
4. I understand that if further medical information is required I may be asked to give written authorisation for the Wollongong Catholic Education Office to seek relevant medical information. I acknowledge that any wilful suppression or inaccuracy may result in non-acceptance of this application and/or termination of employment.
5. I am aware that failure to provide all requested information in this application may result in delays in determining my pay and that the employer is unable to finalise my application until the Working With Children Check clearance is received.
6. I understand that the Catholic Education Office reserves the right to contact any previous employer or internship/practicum supervisor other than the nominated referees provided.
7. I certify the accuracy of the information provided with this application. I have no objections to any past or current referees being required to furnish a confidential report on my performance. I am aware that background checking processes will be conducted and the existence of a criminal record or other relevant record may affect my employment prospects.
8. I agree to the Catholic Education Office (CEO) communicating with me by email or other electronic means and am responsible for keeping the Catholic Education Office updated on any change of email address.
9. I declare that the information contained in this application and any other documents(s) provided in support of it is true and correct in every respect.
10. I acknowledge that I have downloaded the documents listed below. I agree to support the philosophy, policies, practices and procedures of the Diocese of Wollongong.

Click on the document title to open it in a new window.

- [General Terms of Employment in the Diocese of Wollongong](#)
- [Employment with the Catholic Diocese of Wollongong - Expectations of a Catholic Employer](#)
- [Accreditation to Work, Teach and Lead in Systemic Catholic Schools in the Diocese of Wollongong Staff Policy 2014](#)
- [Code of Conduct in the Protection of Children and Young People](#)
A commitment to child protection and professional conduct is critical for those who work with children and young people in the CEO and schools. Note that the required [Diocesan Child Protection Training](#) for employees is provided by the CEO to develop child protection competency and to professionally support employees in their role.
- [Employment Collection Notice](#)
- [Vision, Mission and Values for the Diocese of Wollongong](#)
- [Fair Work Information Statement*](#)
** While this application does not constitute an offer of employment, from 1 January 2010, all employers covered by the national workplace relations system have an obligation to give each new employee a Fair Work Information Statement (the Statement) before, or as soon as possible after, the employee starts employment.*

Applicant Name:	
Applicant Signature: <i>(original signature required)</i>	
Date:	/ /



PAYROLL NOTIFICATION FORM

AUTHORISATION FOR DIRECT DEPOSIT OF NET SALARY

I hereby authorise and request the Catholic Education Office to deposit my net salary into the account stated below. This authority will replace any previous authority lodged.

Surname: _____

Name(s): _____

Name of School: _____

Name of Bank/Building Society/Credit Union: _____

Branch Address: _____

BSB Number:

--	--	--	--	--	--

Must be six digits.

Account Number:

--	--	--	--	--	--	--	--	--	--

Do not use numbers on plastic cards.

Account Name: _____

PLEASE NOTE

We do not accept responsibility if the BSB and Account Number you quote is incorrect. To substantiate this information we suggest you confirm it with your financial institution.

TAX FILE NUMBER

Please provide a Tax File Number Declaration form

(available from schools, online ordering, phoning 1300 720 092, ATO shop fronts or most newsagents)

SUPERANNUATION

The Catholic Education Office offers a choice of three superannuation funds to employees. Please nominate a superannuation fund.

Australian Catholic Superannuation Retirement Fund

www.catholicsuper.com.au

NGS Super

www.ngssuper.com.au

Catholic Super

www.csf.com.au

I have joined online

www.catholicsuper.com.au/join_now

I have joined online

www.ngssuper.com.au/join/

I have joined online

www.csf.com.au/join-online

The Catholic Education Office's default scheme for superannuation guarantee contributions is the Australian Catholic Superannuation Retirement Fund if a fund is not specified.

Employees do not have the ability to direct superannuation contributions to any other superannuation fund.

SIGNATURE

Signature: _____

Date: / /