



Diocese of Wagga Wagga Catholic Schools Office



PO Box 1012 (205 Tarcutta St) 2650 | Telephone: (02)6937 0000 | Fax: (02) 6921 2986 | Email: cso-office@ww.catholic.edu.au

EMPLOYMENT COLLECTION NOTICE

In applying for employment as a teacher in diocesan schools you will be providing the Catholic Schools Office, Diocese of Wagga Wagga with personal information. We can be contacted on the details provided above.

If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order 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.

If you provide us with personal information of others, we encourage you to inform them that you are disclosing that information to the Catholic Schools Office and why, that they can access that information if they wish, that the Catholic Schools Office does not usually disclose the information to third parties.

All vacant positions are advertised on the Catholic Schools Office website at:
www.csoww.catholic.edu.au



Diocese of Wagga Wagga Catholic Schools Office



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ADVERTISING EFFICACY SURVEY

Please complete this survey and return with your completed application package:

SURNAME:.....

Teaching Staff

I am applying for an advertised vacancy

I am applying for casual teacher registration

I became aware of the Diocese of Wagga Wagga Catholic Schools Office vacancies/registration process via the following:

(please tick)

CSO Webpage

My Career

Seek

Teachers On Net

Regional Newspaper

Please advise newspaper name:.....

Sydney Morning Herald

Canberra Times

Melbourne Age

The Australian

Diocesan school noticeboard

University distribution of advertisement/process

Other: (please advise).....

Thank you for taking the time to complete this survey.



CATHOLIC SCHOOLS OFFICE WAGGA WAGGA DIOCESE

Application for Employment as a Teacher in Diocesan Schools

Please return completed application package to this address:
205 Tarcutta Street (PO Box 1012), WAGGA WAGGA NSW 2650 AUSTRALIA

PLEASE INDICATE REGISTRATION YOU ARE SEEKING:

- Primary Teacher Registration Secondary Teacher Registration
 K-12 Teacher Registration

A. PERSONAL DETAILS:

NAME (Mr/Mrs/Miss/Ms).....
(SURNAME) (CHRISTIAN NAME/S)

ADDRESS:.....
.....Postcode.....

EMAIL ADDRESS:.....

DATE OF BIRTH/...../..... TELEPHONE:(Hm)...../Mob:.....

ABORIGINAL/TORRES STRAIT ISLANDER: YES / NO RELIGION:.....

COUNTRY OF BIRTH/NATIONALITY.....

IF NATURALISED, STATE DATE: CERTIFICATE NO.:

Please advise the name and address of your Parish Priest (if applicable).
.....
.....

Have you completed any religious studies units either as part of your teacher education course or subsequent studies? Please attach documentary evidence of religious studies (certified copies only).
.....

If you are requested to teach Religious Education, do you have/are you prepared to gain the necessary qualifications as set out in attached policy?
.....

Have you had any experience in teaching Religion?:.....

OFFICE USE ONLY	
Qualifications	
Attachments:	<input type="checkbox"/> 100 Points ID <input type="checkbox"/> Evidence of Reception into Catholic Church <input type="checkbox"/> Statements of Service
Years of Teaching/ Statements of Service	_____
R.E. Accreditation:	
Referees Listed:	<input type="checkbox"/> Character x 1 <input type="checkbox"/> Child Protection Questions (Referee) x 2 received <input type="checkbox"/> Working with Children Check number: Date Verified: Expiry Date:
Classification:	
BOSTES/Board of Studies, Teaching & Educational Standards	<input type="checkbox"/> Existing <input type="checkbox"/> Graduate

B. EMPLOYMENT SOUGHT

Permanent teacher - Full Time - Part Time Casual relief teacher

Circle Years/Levels you are prepared to teach:

K 1 2 3 4 5 6 7 8 9 10 11 12

SECONDARY TEACHERS – Please Indicate Subject/KLA you are prepared to teach:

C. TERTIARY EDUCATION

UNIVERSITY/ COLLEGE	NAME OF COURSE	SUBJECTS STUDIED	DATE COMPLETED	DURATION OF COURSE

D. BOSTES – Board of Studies, Teaching & Educational Standards

See Attachment I for directions regarding completion of relevant documentation.

E. RELIGIOUS EDUCATION ACCREDITATION (YES / NO)

Please advise if you have obtained Religious Education Accreditation from another Diocese.

Diocese: Year:.....

F. SECONDARY TEACHERS ONLY - VOCATIONAL EDUCATION & TRAINING ACCREDITATION

Industry Framework(s):
.....

Do you hold a Certificate in Assessment and Workplace Training? YES NO

Certificate Level:.....

G. TEACHING EXPERIENCE - Complete either Part i or Part ii ONLY

PART (i)

To be completed by practising teacher only:

Statements of Service from ALL education employers are required. (e.g. Diocesan authority; State Department of Education)

Details of Teaching experience: (Start with present or most recent position)

SCHOOL	KLA SUBJECTS/ DEPARTMENT (Advise of executive positions held)	YEAR LEVELS TAUGHT	FROM	TO	NO. OF COMPLETE YEARS
			MONTH/ YEAR	MONTH/ YEAR	

Why did you leave your present or most recent teaching position?

.....

Statements of Service attached

PART (ii)

To be completed by Graduate teachers only:

List details of teaching practicums:

SCHOOL	KLA SUBJECTS/ DEPARTMENT	YEAR LEVELS TAUGHT	FROM	TO	NO. OF COMPLETE WEEKS
			MONTH/ YEAR	MONTH/ YEAR	

Practicum reports attached

H. CHILD-REARING (See Attachment II)

CHILD'S NAME	PERIOD OF CHILD-REARING TO BE RECOGNISED	
	COMMENCE DATE	CEASE DATE

I. INDUSTRY SERVICE

EMPLOYER	OCCUPATION	YEAR

J. OTHER EMPLOYMENT

EMPLOYER	OCCUPATION	YEAR

K. DETAILS OF EXPERIENCE OF: Special Education, Teaching in ESL, Sport, Extra Curricula Activities (e.g. Debating, Mock Trial, Drama, Chess, Choir etc).

.....

L. PROFESSIONAL ASSOCIATIONS: List any professional associations of which you are a member. (include Teacher Unions)

.....

M. OTHER RELEVANT INFORMATION FOR REGISTRY PURPOSES (ie, community involvement)

.....

N. NAMES AND CONTACT DETAILS OF THREE (3) REFEREES: To support Character & Professional capability. *NOTE: Registration will not be progressed until referees provide required information.*
 CHARACTER REFEREE -Please indicate 1 person to act as Character Referee –Parish Priest if poss.

NAME:	
ADDRESS:	
CONTACT PHONE:	CONTACT FAX:
CONTACT EMAIL:	

PROFESSIONAL CAPABILITY REFEREES (Please provide your two most recent principals/employers in schools/organisations where you were last appointed in a paid position OR// where you most recently completed teaching practicums and forward a copy of the attached questions sheet to each of them for completion.

NAME:	
POSITION:	
SCHOOL/ORGANISATION:	
ADDRESS:	
CONTACT PHONE:	CONTACT FAX:
CONTACT EMAIL:	

NAME:	
POSITION:	
SCHOOL/ORGANISATION:	
ADDRESS:	
CONTACT PHONE:	CONTACT FAX:
CONTACT EMAIL:	

O. SUPPORTING DOCUMENTS

This application must be supported by the following supporting documents and you are required to mark each off as they are attached to the application form. If these documents are not included, your application will not be processed until they are received. You are not eligible to work in this Diocese until your application has been processed.

- Documentary evidence of teaching qualifications** (*Photocopy only should be forwarded by mail. Copies certified by a Justice of the Peace. Originals may be requested at interview*).
- Complete transcripts of all degrees**
- BOSTES – Board of Studies, Teaching & Educational Standards – Completion of Board of Studies, Teaching & Educational Standards** (See Attachment I and links to webpage) (*Copies of documentation required by the Board of Studies, Teaching & Educational Standards must be certified by a Justice of the Peace and sent directly to the BOSTES*)
- Evidence of Religious Education Accreditation (if applicable).** (*Photocopy only should be forwarded, Copies certified by a Justice of the Peace*)
- Evidence of VET Accreditation (if applicable)** (*Photocopy only should be forwarded, Copies certified by a Justice of the Peace*)
- Recognition of prior teaching service, industry service, child-rearing or progression based on completion of qualifications.** *Please see Attachment II for evidence required. Please note references are not sufficient.*
- Practicum reports, for Beginning teachers only** (*Copies of two most recent practicum reports*)
 - Final Practicum report must be provided for 4th year students seeking to register (failure to do so will result in your application not being progressed)*
- Identification Verification – 100 points provided** (*see Attachment III*) (*Photocopies only should be forwarded. Copies certified by a Justice of the Peace. Originals to be sighted and certified copies co-signed by School Principal or CSO representative*)
- Evidence of First Aid, Emergency Care, CPR Certificate** (*Photocopy only should be forwarded, Copies certified by a Justice of the Peace*)
- Evidence of Baptism, or Confirmation, or Reception into the Catholic Church** (*Photocopy only should be forwarded. Copies certified by a Justice of the Peace*)
- Signed Statement of Principles Regarding Employment** (*Attachment IV*)
- Completed Referee Question Sheets for 2 x professional capability referees** (*see Attachment V*)
- Evidence of Working with Children Check number** (*Copy of documentation*)

P. DECLARATION

I have disclosed all relevant information which may influence this application for classification as a Teacher in the Diocese of Wagga Wagga, and declare the details contained in this application to be true and correct.

Signature Date

Catholic Schools Office, Diocese of Wagga Wagga complies with current Privacy Legislation requirements. Child Protection Legislation requires preferred applicants to be subject to employment screening.
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Attachments:

Attachment I	Board of Studies, Teaching & Educational Standards
Attachment II	Award Extract - Recognition of Teaching Service, Industry Service & Child-Rearing
Attachment III	Identification Document – Points Value
Attachment IV	A Statement of Principles Regarding Employment in Catholic Schools of the Diocese of Wagga Wagga
Attachment V	Professional Capability Referee Question Sheet x 2
Attachment VI	Schools Indicator
Attachment VII	Diocesan Directory
Attachment VIII	Accreditation of Staff to Work, Teach and Lead in Catholic Education in the Diocese of Wagga Wagga Please access this document by using the following link:

<http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=s3FXJKyWGOc%3d&tabid=75>

Attachment IX	Guide to completing the Working with Children Check
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<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

BOARD OF STUDIES, TEACHING & EDUCATIONAL STANDARDS ACCREDITATION

For further information about the Board of Studies, Teaching & Educational Standards please refer to attached correspondence from the Director of Schools.

PLEASE COMPLETE THE REQUIREMENTS FOR THE CATEGORY THAT PERTAINS TO YOUR CURRENT TEACHING STATUS:

GRADUATE TEACHER – Form A

1. Are you a teacher who has applied for accreditation OR/has been accredited with any other NSW Accrediting Authority since 30 September 2004?

YES

If you answered "Yes" please provide evidence of your accreditation status with the Board of Studies, Teaching and Educational Standards. You do not need to answer any further questions.

NO

If you answered "No" please move on to the next section.

2. Are you being employed to teach for the first time in NSW since 30 September 2004?

YES

If you answered "Yes" please access the Board of Studies, Teaching & Educational Standards Website at <http://www.bostes.nsw.edu.au> and select My Account, then User Login, select New User or login and follow the prompts to self-register. Once you have set up your account on the website you will then need to continue on the website and complete the application process. Send certified copies of identification and qualification documents directly to the Board of Studies, Teaching & Educational Standards and you will then be forwarded your Statement of Eligibility.

Please remember to nominate the Wagga Wagga Diocese as your teacher accreditation authority. Forward a copy of your Statement of Eligibility to the CSO with your diocesan teacher application package.

NO

If you answered "No" please ensure that you advise the Catholic Schools Office of the name of your previous employer in NSW within the Application for Classification package. (Section E – Part A)

3. Are you a teacher moving to NSW who has been previously employed in another Australian State, an Australian Territory or overseas and who will be employed as a teacher for the first time in NSW after 30 September 2004?

YES

If you answered "Yes" please access the Board of Studies, Teaching & Educational Standards Website at <http://www.bostes.nsw.edu.au> and select My Account, then User Login, select New User or login and follow the prompts to self-register. Once you have set up your account on the website you will then need to continue on the website and complete the application process. Send certified copies of identification and qualification documents directly to the Board of Studies, Teaching & Educational Standards and you will then be forwarded your Statement of Eligibility.

Please remember to nominate the Wagga Wagga Diocese as your teacher accreditation authority. Forward a copy of your Statement of Eligibility to the CSO with your diocesan teacher application package.

NO

If you answered "No" please move on to the next section.

NEW SCHEME TEACHERS – Form B

4. Are you a teacher who is returning to teaching after an absence of 5 or more years?

YES

If you answered "Yes" please access the Board of Studies, Teaching & Educational Standards Website at <http://www.bostes.nsw.edu.au> and select My Account, then User Login, select New User or login and follow the prompts to self-register. Once you have set up your account on the website you will then need to continue on the website and complete the application process. Send certified copies of identification and qualification documents directly to the Board of Studies, Teaching & Educational Standards and you will then be forwarded your Statement of Eligibility.

Please remember to nominate the Wagga Wagga Diocese as your teacher accreditation authority. Forward a copy of your Statement of Eligibility to the CSO with your diocesan

NO

If you answered "No" please move on to the next section.

If you answered NO to all of the above you only need to complete the Application for Employment as a Teacher in Diocesan Schools.



Diocese of Wagga Wagga
Catholic Schools Office



A.B.N. 36 345 537 994

P.O. Box 1012 (205 Tarcutta St) 2650 ♦ Telephone: (02) 6937 0000 ♦ Fax: (02) 6921 2986 ♦ E-mail: office@csoww.catholic.edu.au

Dear New Employee

Welcome to your work in the service of Catholic Education in the Catholic Diocese of Wagga Wagga. I hope you enjoy your time with students and colleagues, that you continue to learn about the profession of teaching, and that you develop and maintain an abiding sense of belief in the capacities of the students with whom you will develop knowledge, skills, attitudes and values in your time together.

I will say however, that teachers in a Catholic school take on an extra and special dimension in the education of young people. This includes teaching of the Catholic Faith, experience the sacramental life of the Church in the routines of the school, and the lived Christian witness within community as we all go about satisfying our responsibilities as employees of the Bishop of Wagga Wagga, Bishop Gerard Hanna.

Part of our accreditation process for teachers in our schools includes ensuring that all staff understand the core functions of Catholic Schools as works of the Catholic Church. This applies to all formal and informal dimensions of daily school life.

All teachers are expected to have or to gain accreditation to teach in a Catholic school, in the Wagga Wagga Diocese. Details are set out in the enclosed policy “Accreditation of Staff to Work, Teach and Lead in Catholic Education”. Teachers of **Religious Education** are expected to have appropriate qualifications. These expectations are set out in the enclosed policy “Accreditation of Staff to Work, Teach and Lead in Catholic Education in the Diocese of Wagga Wagga”.

Information about how to satisfy this requirement and indeed the requirements of the Board of Studies, Teaching & Educational Standards is available at the school, or from the Catholic Schools Office (CSO). Schools and the CSO will offer guidance and programs so that you are supported as you progress in your teaching career.

The requirement to satisfy the standards for registration as a teacher rests with you. Should you have any concerns about your capacity to fulfil these obligations, I suggest you discuss the matter with your Principal.

As information becomes available, we will be able to provide advice about the requirements as we understand them. Ms Caitlin Grant is the person you should contact here at the CSO (telephone 02 69370000) should you need information.

Your first step is to complete the Statement of Eligibility for accreditation from the Board of Studies, Teaching & Educational Standards, forward required documentation directly to the Board of Studies, Teaching & Educational Standards, and send a copy of the Statement of Eligibility to the Staffing Officer at the CSO within 10 days. We will complete the sections required as your nominated Teacher Accreditation Authority. The BOSTES will then invoice you directly for your membership fee. It is a requirement under the Teacher Accreditation Act 2004 No 65 that you seek accreditation and pay the registration fee. If you don't, then I am required under the Act to terminate your employment.

We have a mentoring system in place, and will be offering in-services and information at staff meetings which will contribute to the body of evidence required under the Standards.

In the meantime, congratulations on your first steps towards teaching at this time. It is a noble profession, driven by and centred upon making a positive and lasting contribution to the learning, growth and development of young people as they become the adult leaders of the future, founded upon the model of Jesus the Christ.

With Kind Regards

Alan Bowyer
Director of Schools

2013

RECOGNITION OF TEACHING SERVICE, INDUSTRY SERVICE AND CHILD-REARING

The Teachers (Country and Regional Dioceses) Enterprise Agreement 2013 makes provision for the recognition of employment as follows:

7.1 Credit for Previous Teaching Service

- (a) For the purpose of calculating credit for previous teaching service, teaching service in recognised schools or in schools certified or registered under the appropriate legislation in other states or territories of the Commonwealth of Australia shall count as follows:
 - (i) Any employment as a full-time teacher (including employment as a temporary full-time teacher), shall be counted as service;
 - (ii) The amount of service of a part-time teacher (including a temporary part-time teacher) shall be calculated in proportion to the full-time teaching load of a teacher at the school;
 - (iii) Service as a casual teacher shall be credited on the basis that 204 days of casual service are equal to a year of service.
- (b) When calculating previous teaching service one year of service may be deducted for every continuous period of five years' absence from teaching except where the teacher was for most of the period of absence wholly engaged in child-rearing or engaged in other service recognised in accordance with sub-clause 7.2.

7.2 Credit for Other Services

- (a) Teaching Service and Relevant Industry Experience

Full-time service in a recognised teaching institution other than a recognised school or in a field directly related to teaching which is relevant to the position the teacher is employed in (e.g. employment as a musician for a music teacher, employment in a trade for industrial arts) on the basis of one service increment for each year of full-time employment, up to a maximum of four increments.
- (b) Other Industry Experience

Full-time service at age 21 or more in any paid occupation in commerce, industry or government as deemed directly relevant to employment as a teacher by the employer on the basis of one increment for each three years of service to a maximum of four increments.
- (c) Child-Rearing

A teacher who has been primarily engaged in child rearing, shall have such period recognised on the basis of one increment for each continuous three years of child rearing, to a maximum of four increments.

Provided that accreditation for child rearing shall only be granted on the basis that:

- (i) only one parent will receive the benefit for any particular period of child rearing;
- (ii) full-time child rearing will be regarded as the time before the child attains six years of age or is enrolled in full-time schooling, whichever is the earlier, and
- (iii) paid employment, except as a casual teacher in a New South Wales non-government school or in limited casual employment elsewhere, will be taken to break the continuity of full-time child rearing.

For the purpose of calculating the period of child rearing in this paragraph, parental leave will be included to the extent that the leave occurs after the birth of the child or where prior to the birth of the child the teacher was engaged in child rearing of another of his or her children, the whole period of parental leave will be used when calculating the period of child rearing

This sub clause will apply only to teachers employed or re-employed in Catholic school systemic schools after 7 April 1991.

- (d) A teacher shall not be entitled to more than four increments in total from paragraphs (a), (b) and (c) of this sub-clause.

7.3 Process for Applying for Credit for Service

- (a) Upon application for employment a teacher shall be advised in writing of all types of previous service (including child-rearing, full-time and part-time teaching, casual teaching, industry experience, other teaching outside schools, etc) recognised under this award and of the documentation required to substantiate such previous service.
- (b) An application by a teacher for recognition of previous teaching service or industry experience pursuant to subclauses 7.1 and 7.2 of this clause shall be supported by a statement of service on official letterhead (or similar statement in the case of employment by an employer other than an educational institution) which establishes the period of service to be recognised. An application by a teacher for recognition of a period of child-rearing shall be supported by a statutory declaration establishing the period of child-rearing to be recognised and a copy of the child's birth certificate.
- (c) An application for recognition of previous service (including child-rearing) pursuant to subclauses 7.1 and 7.2 of this clause shall be granted, if successful, from the date the application was received by the employer. In the case where the application was received within one school term of the date the teacher commenced employment with the employer, the application shall be granted from the date of commencement.

7.4 Progression (Completion of Qualifications)

- (a) The transfer to a higher salary step of a teacher who has completed a course of training which makes the teacher eligible to be so transferred and the further incremental progression of such teacher on the salary scale shall be effected in accordance with this subclause.
 - (i) A teacher seeking such transfer shall make application in writing to the employer and shall attach to such application documentary evidence establishing that the teacher has had or will have conferred on him or her the

diploma, degree or equivalent recognition of the completion of the course of training which makes the teacher eligible to transfer;

(ii) Where an application is made under subparagraph (i) of this paragraph which establishes that a teacher is eligible to transfer to a higher salary step, such transfer shall take effect:

(A) from the beginning of the first pay period to commence on or after the date the teacher undertook the last paper in the final examination in the course of training which creates the eligibility for transfer, or from the beginning of the first pay period to commence on or after the date of completion of formal course requirements, whichever is the later;

(provided that the application for transfer is received by the employer no later than the first day of school day of the school term following the completion of such course of training); or

(B) where the application for transfer is not received by the employer within the time specified in (A), from the beginning of the first pay period to commence on or after the date on which the employer receives such application;

(iii) A teacher who is transferred to a higher salary step in accordance with this subclause, shall, for the purpose of further incremental progression after such transfer, retain his or her normal salary incremental date.

Provided that if the transfer of the teacher to the higher salary step coincides with the teacher's normal salary incremental date, the increment shall be applied prior to the teacher being transferred to the higher step.

(c) A teacher who is Two Years Trained, Three Years Trained or Four Years Trained, who completes a course of training which entitles the teacher to be classified as Three Years Trained, Four Years Trained or Five Years Trained, as the case may be, shall progress to the step on the salary scale which shall be determined by the teacher's years of service on the lower classification and the teacher's new qualifications and the teacher shall retain his or her normal incremental salary date.

(d) A teacher who is Conditionally Classified Two Years Trained Conditionally Classified Three Years Trained, Conditionally Classified Four Years Trained or Not Otherwise Classified who completes a course of training which entitles the teacher to be classified to a higher classification shall progress to the step on the salary scale which is determined by the teacher's new qualifications and such step as is closest to the teacher's salary prior to progressing and which shall result in an increase in the teacher's salary.

Photocopies of Identification Documents must be signed by a Justice of the Peace

ATTACHMENT III

Documents verifying proof of identity to total at least 100 points. The 100 points can be provided as follows:

Identification Document	Points	
Current Australian passport	70	<i>More than one document from this list cannot be counted</i>
Expired Australian passport which has not been cancelled and was current within the preceding 2 years		
Current passport from another country or diplomatic documents	70	
Birth Certificate	70	
Birth Card issued by the NSW Registry of Births, Deaths and Marriages	70	
Citizenship certificate	70	
Current driver photo licence issued by an Australian state or territory	40	<i>More than one document from this list can be counted</i>
Identification card issued to a public employee	40	
Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit	40	
Identification card issued to a student at a tertiary education institution	40	
Name of preferred applicant verified in writing, signed by both the person giving it and the applicant, from one of the following: <ul style="list-style-type: none"> • A financial body certifying that the applicant is a known customer. • An acceptable referee under AUSTRAC Guideline No. 3. 	40	
Document held by a cash dealer giving security over property	35	<i>More than one document from this list can be counted</i>
A mortgage or other instrument of security held by a financial body	35	
Council rates notice	35	
Document current employer or previous employer within the last two years	35	
Land Titles Office record	35	
Document from the Credit Reference Association of Australia	35	
Current credit card or account card from a bank, building society or credit union	25	<i>More than one document from this list can be counted</i>
Current telephone, water, gas or electricity bill	25	
Foreign driver's licence	25	
Medicare Card	25	
Electoral roll compiled by the Australian Electoral Commission	25	
Lease/rent agreement	25	
Current rent receipt from a licensed real estate agent	25	
Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years	25	
Records of a professional or trade association of which the applicant is a member	25	
Applicants under 18		
<ul style="list-style-type: none"> • one document from the 70 point list above or • a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution. 		

100 Point Check from the Financial Transaction Reports Act 1988

A STATEMENT OF PRINCIPLES REGARDING EMPLOYMENT IN CATHOLIC SCHOOLS OF THE DIOCESE OF WAGGA WAGGA

The Catholic Church has established schools to assist it in presenting a vision of reality that is founded in the Good News preached by Jesus Christ. Wagga Wagga Diocesan schools are expected to serve a particular Catholic community, providing quality education for their students in an environment that reflects Gospel values.

These schools are more than educational institutions; they are a key part of the Catholic Church's mission. Thus the teacher in the Catholic school is more than an employee: he or she ministers in the name of the Catholic Church. Pope John Paul II has spelt out the expectations held for teachers who work in Catholic schools:

"...if you are on the staff of a Catholic school it is expected and it is of the utmost importance, that you should support the whole of the Church's teaching and bear witness to it in your daily lives... The impact you have upon your students and especially upon their faith in Christ will depend on the vitality of your own Christian life, and on the motives, attitudes and principles which shape your behaviour".
(Address on Catholic Education, Melbourne, November 1986)

Teachers in Diocesan Schools have an indispensable role to play in supporting and promoting the mission and goals of the Catholic School. It is expected therefore, of all teachers employed at these schools that:

- a) They will see themselves as being in cooperative partnership with parents, pastors and the Catholic community generally working towards the achievement of the school's aims;
- b) They will strive, by their teaching and personal example, to develop in students an appreciation and acceptance of Catholic teaching and values;
- c) They will avoid, whether by work, action or public lifestyle, any influence upon students that is contrary to the teaching and values of the Catholic Church in whose name they act;
- d) They will accept and espouse the Catholic educational philosophy of the school;
- e) They will develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas;
- f) They will be suitable, competent, trained teachers, committed to the goals of Catholic education;
- g) They will be committed to regular ongoing professional development;
- h) They will actively contribute to the religious life of the school and the spiritual formation of the students.

I have read this statement of principles and indicate an ability and preparedness to observe the principles and expectations contained therein.

Signed

Dated

**ATTACHMENT V
CHILD PROTECTION QUESTIONS FOR REFEREE CHECKS**

The Catholic Schools Office requires answers to questions of this nature in order to employ staff for child-related positions in our schools.



Applicant Screened:

Referee Name:

Position of Referee contacted:

School/Organisation Contacted:

Address of School/Organisation:

Contact Telephone Number:

Please return completed form to:

CONFIDENTIAL
Staffing Office
Catholic Schools Office
PO Box 1012
WAGGA WAGGA
NSW 2650

Or fax to:
(02) 69212286

SUPPORT FOR APPOINTMENT: YES NO (Please circle)

1. During what period and in what capacity were you responsible for the employment of the applicant?

2. Is there any concern or reservation held by you regarding the applicant's suitability for child-related employment?

3. Are you aware of this applicant ever having been charged with a serious sex offence?

4. To your knowledge has this applicant ever been subject to either of the following:-

a. 2 or more allegations of reportable conduct that were exempt from notification to the NSW Ombudsman in the last 12 months?

b. An allegation of reportable conduct that required notification to the Commission for Children and Young People database?

If yes, please give brief details.

5. Is there any information that you can provide about this applicant's suitability to work in close contact with children in an unsupervised environment?

Referee Signature: **Date:.....**

**ATTACHMENT V
CHILD PROTECTION QUESTIONS FOR REFEREE CHECKS**

It is required by legislation to obtain answers to questions of this nature in order to employ staff for child-related positions in our schools.



Applicant Screened:

Referee Name:

Position of Referee contacted:

School/Organisation Contacted:

Address of School/Organisation:

Contact Telephone Number:

Please return completed form to:

CONFIDENTIAL
Staffing Office
Catholic Schools Office
PO Box 1012
WAGGA WAGGA
NSW 2650

Or fax to:
(02) 69212286

SUPPORT FOR APPOINTMENT: YES NO (Please circle)

1. During what period and in what capacity were you responsible for the employment of the applicant?

2. Is there any concern or reservation held by you regarding the applicant's suitability for child-related employment?

3. Are you aware of this applicant ever having been charged with a serious sex offence?

4. To your knowledge has this applicant ever been subject to either of the following:-

a. 2 or more allegations of reportable conduct that were exempt from notification to the NSW Ombudsman in the last 12 months?

b. An allegation of reportable conduct that required notification to the Commission for Children and Young People database?

If yes, please give brief details.

5. Is there any information that you can provide about this applicant's suitability to work in close contact with children in an unsupervised environment?

Referee Signature: **Date:.....**

Please indicate the centre or centres in which you would be prepared to teach. It is unlikely that positions will be available in all schools so please consider as wide a group of schools as possible.

PRIMARY SCHOOLS:

Larger Centres

- Albury (3)
- Corowa
- Griffith (3)
- Junee
- Leeton
- Narrandera
- Wagga Wagga (5)

Smaller Centres

- Berrigan
- Coleambally
- Coolamon
- Culcairn
- Finley
- Ganmain
- Holbrook
- Yoogali
- Jerilderie
- Lockhart
- Tocumwal
- Tumbarumba
- Urana
- Yenda

SECONDARY SCHOOLS:

Wagga Wagga City

- Kildare Catholic College, (Co-Educational 7-12)
- Mater Dei Catholic College, Wagga Wagga (Co-Educational 7-12)

Leeton/Griffith

- St Francis De Sales Regional High School, Leeton (Co-Educational 7-12)
- Marian Catholic College, Griffith (Co-Educational 7-12)

Albury

- Xavier High School, Albury (Co-Educational 7-12)

CATHOLIC SCHOOLS OFFICE

McAlroy House, 205 Tarcutta Street (PO Box 1012), Wagga Wagga 2650 - Telephone (02) 6937 0000

DIOCESAN DIRECTORY**PRIMARY SCHOOLS**

<u>TOWN</u>	<u>SCHOOL</u>	<u>ADDRESS</u>
ALBURY	St Patrick's	444 Kiewa Street, Albury 2640
NORTH ALBURY	St Anne's	Cnr Curlew Crescent and Lowry Street, North Albury 2640
LAVINGTON	Holy Spirit	PO Box 299, Lavington 2641
BERRIGAN	St Columba's	Corcoran Street, Berrigan 2712
COLEAMBALLY	St Peter's	PO Box 8, Coleambally 2707
COOLAMON	St Michael's	Methul Street, Coolamon 2701
COROWA	St Mary's	207 Federation Drive, Corowa 2646
CULCAIRN	St Joseph's	8 Blair Street, Culcairn 2660
FINLEY	St Joseph's	Coree Street, Finley 2713
GANMAIN	St Brendan's	Langham Street, Ganmain 2702
GRIFFITH	St Patrick's	PO Box 1452, Griffith 2680
HOLBROOK	St Patrick's	Albury Street, Holbrook 2644
JERILDERIE	St Joseph's	PO Box 93, Jerilderie 2716
JUNEE	St Joseph's	Kitchener Street, Junee 2663
LEETON	St Joseph's	PO Box 833, Leeton 2705
LOCKHART	St Joseph's	Ferrier Street, Lockhart 2656
NARRANDERA	St Joseph's	Audley Street, Narrandera 2700
TOCUMWAL	Sacred Heart	PO Box 88, Tocumwal 2714
TUMBARUMBA	All Saints'	PO Box 10, Tumbarumba 2653
URANA	St Francis Xavier	End Street, Urana 2645
YENDA	St Therese's	PO Box 201, Yenda 2681
YOOGALI	St Mary's	Edon Street, Yoogali 2680
WAGGA WAGGA	Henschke	PO Box 225, Mt Austin 2650
	Sacred Heart	PO Box 8155, Koorringal 2650
	Holy Trinity	PO Box 4001, Ashmont 2650
	Mater Dei	Gregadoo Rd, Wagga Wagga 2650
	St Joseph's	Johnston St, Wagga Wagga 2650

SECONDARY SCHOOLS

ALBURY	Xavier High School	PO Box 518, ALBURY 2640
LEETON	St Francis De Sales Regional College	Yanco Avenue, LEETON 2705
GRIFFITH	Marian Catholic College, Griffith	185 Wakaden Street, GRIFFITH 2680
WAGGA WAGGA	Kildare Catholic College	PO Box 1014, WAGGA WAGGA 2650
WAGGA WAGGA	Mater Dei Catholic College	PO Box 8185, KOORINGAL 2650

Working with Children Check Guide

There have recently been changes to the Child Protection Screening process in NSW. Please find following the instructions outlining the new screening process.

STEP 1 : Fill in an online form at:

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

Once the form is submitted, you will receive an application number.

STEP 2 : You must take your application number and proof of your identity to a NSW Motor Registry or NSW Council Agency. Only paid workers in child-related work are required to pay the \$80 fee for a five year clearance. This equates to \$16 per year.

Proof of identity at either a NSW Motor Registry Office or NSW Council Agency, must be undertaken before the Catholic Schools Office can verify your check.

STEP 3 : You must advise the Catholic Schools Office of your **Working With Children Check Application number or Working with Children Check number**. When this information is received the Catholic Schools Office will be able to continue the registration process.