



APPLICATION FOR A SUPPORT STAFF POSITION

1. Position being applied for

2. Where did you hear about this position?

3. Personal Information

Title:	
Full Name:	Preferred Name:
Residential Address:	
<input type="text"/>	
Postal Address:	
<input type="text"/>	
Phone:	
<input type="text"/>	
Email:	
<input type="text"/>	
Current Employer:	
<input type="text"/>	
Current Employer's Contact Details:	
<input type="text"/>	
Religious Denomination:	
<input type="text"/>	

4. Qualifications (Relevant to the position)

Qualifications	Name of Institution	Year Obtained
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



5. Employment Record: Please list all previous positions held, commencing with current or most recent

Employer	Position	Dates	Full Time/ Part Time

6. Catholic Education Western Australia (CEWA) Accreditation

Have you completed:

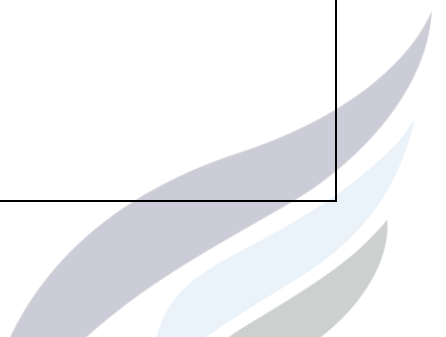
- Accreditation to Work in a Catholic school Yes No
- Working with Children Screen Check Yes No
- Western Australia Department of Education
National Coordinated Criminal History Check (NCCHC) Yes No

7. Co-Curricular Qualifications

- Bus Licence (with 'F' Endorsement) Yes No
- If yes, date obtained: _____
- Bronze Medallion Yes No
- Expiry Date: _____
- First Aid Yes No
- Other: _____

8. Parish / Community Involvement

Describe ways you are/have been involved in your Parish and/or Community.





9. Referees

Reference 1: Current Employer
Name & Position:
Organisation/School:
Phone:
Email:

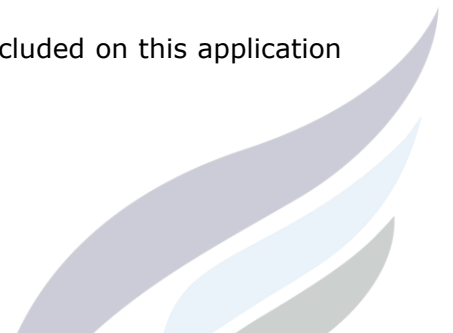
If you would prefer your current employer not be contacted, please outline your reasons below and nominate a previous employer or another person to whom you have reported to in the above 'Current Employer' section.

Reference 2: Previous Employer
Name & Position:
Organisation/School:
Phone:
Email:

Professional Reference 3
Name & Position:
Organisation/School:
Phone:
Email:

Parish Priest Reference (If Catholic)
Name:
Parish:
Phone:
Email:

I have/have not advised the above referees they have been included on this application form.





10. Attachments

Please email this completed application form with copies of the below documents to humanresources@olmca.wa.edu.au.

- Cover Letter (no more than two-pages) addressing the selection criteria
- Qualifications/Licences
- Accreditation certificates
- Working with Children Check
- Western Australia Department of Education National Coordinated Criminal History Check (NCCHC)
- Signed Declaration – Working in a Catholic School: A Statement of Principles (See Page 5 of this application form)



WORKING IN A CATHOLIC SCHOOL A STATEMENT OF PRINCIPLES

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

The Catholic school staff are committed to extending the invitation of Jesus to "Come, Follow Me." 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.

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

Non-teaching staff should help maintain an atmosphere of charity and justice within the school, as would be expected in a Christian community.

All staff must be supportive of the Catholic ethos to bear witness to Christ and uphold Christian values.

The objectives which non-teaching 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
- (iii) implement the policies of the College

DECLARATION

I declare that the information in this 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 concur with its contents and agree to support the objectives outlined.

Name: _____

Signature: _____

Date: _____



COLLECTION OF INFORMATION NOTICE

1. In applying for this position, you will be providing Our Lady of Mercy College with personal information.
2. 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.
3. You agree that we may store this information for as long as is necessary to finalise the appointment.
4. Nominated referees of short-listed applicants may be contacted prior to the offering of a position. Non-nominated referees may also be contacted.
5. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact upon the privacy of others.
6. We will not disclose this information to a third party without your consent.
7. 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 until the completion of the appointment process.
8. Any documentation provided by unsuccessful applicants will be destroyed at the completion of the appointment process.