



'Never see a Need without doing something about it' St Mary MacKillop

APPLICATION FOR EMPLOYMENT – NON TEACHER

Position Applied For: _____

1. PERSONAL

Name: _____

Address: _____

Home Telephone: _____ Mobile: _____

Email: _____

Present Position: _____

2. RELIGION

Not all members of Mary MacKillop Catholic Community Primary School are Catholic. However, every staff member is expected to actively support the Catholic ethos, and specifically the Vision & Mission of the School.

Religion _____ Parish _____

3. EDUCATIONAL QUALIFICATIONS

Qualification	Name of Institution	Year Obtained

4. WORKING WITH CHILDREN NO _____ Expiry Date _____
(attach copy)

5. **CRIMTRAC 100 POINT POLICE CLEARANCE HELD?** Yes / No
 No more than 12 months old or 3 years if currently working in other Catholic Schools
(attach copy)

6. **EMPLOYMENT RECORD**
(Indicate, in order, positions held, commencing with current or most recent)

Employer	Dates	Position Held	Full-Time Part- time (FTE)

7. **ACCREDITATION:**
 Have you completed or are willing to complete Accreditation to work in a Catholic School?

Have completed Yes / No

Willing to complete N/A or Yes / No

8. **OTHER EDUCATIONAL, PROFESSIONAL OR TECHNICAL QUALIFICATIONS**
(include short courses)

Do you hold a current First Aid Certificate? Yes No

9. **PROFESSIONAL ASSOCIATIONS**
 List any professional associations of which you are a member.

10. **TECHNOLOGY SKILLS**

Are you comfortable working in an environment where the majority of documents are exchanged and stored electronically?	Yes /No
Are you comfortable working in an environment where the majority of administration tasks are done electronically?	Yes/No
Are you comfortable with the use of e-mail as a means of communication?	Yes/No

11. RECENT PROFESSIONAL DEVELOPMENT:

12. COMMUNITY INVOLVEMENT

Describe any ways you have been involved in activities associated with your local community and/or parish

13. REFEREES

State the name, occupation and address of three persons to whom reference may be made in regard to character and professional competency. One of these persons must be your current employer.

Current Employer
Name _____
Address _____
Phone _____ Mobile _____
Position Held _____
Referee 2
Name _____
Address _____
Phone _____ Mobile _____
Position Held _____
Referee 3
Name _____
Address _____
Phone _____ Mobile _____
Position Held _____

Working in a Catholic School

All staff are required to:

- Actively support the objectives and ethos of Catholic Education and the Vision and Mission of the School.
- Live and act in a way that respects the beliefs and practices of the Catholic community
- Participate in an appropriate manner in the sacramental, liturgical and prayer life of the School.
- Actively witness to Gospel Values in their daily work and in relationships with students, parents and staff.
- Complete the appropriate Catholic School Accreditation requirements.

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.

Signature _____ Date _____

All applications must be submitted with a covering letter addressed to The Principal, Mary MacKillop Catholic Community Primary School, PO Box 2185, MALAGA WA 6944.

Employment Collection Notice

1. In applying for this position you will be providing Mary MacKillop Catholic Community Primary School with personal information.
2. If you provide us with personal information, for example your name, address or information contained in your resume, we will collect the information in order to assess your application.
3. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations e.g. Catholic Education Office.
4. You are required to supply us with a CrimTrac/100 point check Police Clearance, Working with Children Check and to complete a National Check of Employment Status Form.