



**RELIEF TEACHER ASSISTANT, ADMINISTRATION STAFF, CANTEEN STAFF, UNIFORM SHOP
STAFF AND GROUDSPERON**

Please include the following with your CV and return to finance@mmccps.wa.edu.au

- Copy of your current Working With Children Card
- Formal qualifications - **copy of your certificate please**
- Completed Catholic Education WA Ltd Applicant Employment History
- Days of availability to work
- National Police History Check – If you don't have a clearance less than 12 months old or applying for the first time please follow the link below to the Department of Education WA. (Applicants who currently work in other Catholic primary schools may submit a clearance up to 3 years old).

<http://det.wa.edu.au/screening/detcms/navigation/screening-for-criminal-history/nationally-coordinated-criminal-history-check---application/>

When you first work at Mary MacKillop Catholic Community Primary School

If you haven't worked in Catholic Primary schools within the last 6 months you may also need to complete Casual Staff payroll forms the day you first work. You will need:

- Tax File Number
- Bank account details
- Superannuation Fund details including SPIN number if it is a fund other than Australian Catholic Superannuation **(this is mandatory)**