

# General Application Form



<b>NAME:</b>	
<b>POSITION APPLIED FOR:</b>	

1. Please fill in **ALL** sections of this form even if you wish to attach a Curriculum Vitae.
2. Your covering letter should explain your reasons for applying for this position **AND** any other relevant information you may wish to include.
3. Please attach this Application Form to your letter of application and forward them to the Principal's Secretary.
4. The Principal reserves the right to seek information from people not listed here unless specifically requested not to do so.
5. Applicants will be expected to uphold the Catholic ethos of the College.
6. In accordance with regulations for employee screening, a current Working With Children Check and a CRIMTRAC Police Clearance are a condition of employment.
7. If you provide us with personal information, for example your name and address or information contained in your resume, we will collect the information in order to assess your application. You agree that we may store this information for as long as necessary.
8. You may seek access to the personal information that we hold about you if you are unsuccessful in your application 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.
9. We will not disclose this information to a third party without your consent.
10. 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 for as long as necessary.
11. The College follows the Disputes and Complaints Resolution policy approved by the Catholic Education Commission of Western Australia (CECWA). A copy of this is available upon request.

PERSONAL DETAILS:								
Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other
Surname:								
First Names:								
Address:								
Telephone:	[Home]	E-mail:						
	[Mobile]							
Nationality:			Religion:					
Are you presently employed?			Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
If 'Yes' state nature and place of employment:								
[Employer]								
[Position]								

Computer Literacy								
Degree of competency	Nil	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Good	<input type="checkbox"/>	Advanced	<input type="checkbox"/>
Software competence:								

Employment History			
Employer	From	To	Nature of Employment

Personal and Recreational Interests	

Professional Development
Membership of Professional Associations [please list]

Recent Professional Development or Training Activities
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Professional Referees:
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Full Name	
Position/Organisation	
Contact Details:	[Home Phone] [Work Phone] [Mobile]

Full Name	
Position/Organisation	
Contact Details:	[Home Phone] [Work Phone] [Mobile]

Full Name	
Position/Organisation	
Contact Details:	[Home Phone] [Work Phone] [Mobile]

**WORKING IN A CATHOLIC SCHOOL  
A STATEMENT OF PRINCIPLES**

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.

The Catholic education philosophy reveals a concern for an education which combines sound knowledge and skills, with an overall personal development based on Christian values.

It is expected that staff members 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.

Staff members should help maintain an atmosphere of charity and justice within the school, as would be expected in any community. Only a person supportive of Catholic educational philosophy and Catholic values may work in a Catholic school. Staff members bear witness to Christ and Christian values in their own conduct and manner of life.

**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 the above "Statement of Principles" and concur with its contents and agree to support the objectives outlined.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_