# **Application for Employment Form**

St Mary’s Primary School is committed to child safety and are legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

1. Working with Children Check status, or similar check
2. Proof of personal identity and any professional or other qualifications
3. The person’s history of work involving children
4. References that address the person’s suitability for the job and working with children
5. Letter of Application

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988.

### Position

|  |  |
| --- | --- |
| Name of the position you are applying for |  |
| How did you hear about this employment vacancy? (Newspaper, website etc) |  |

### Personal Details

|  |  |
| --- | --- |
| Given Name(s) |  |
| Surname |  |
| Preferred Contact Phone Number |  |
| Home |  |
| Mobile |  |
| Work |  |
| VIT Registration Number (or N/A) |  |

### Referees

Please list a minimum of 3 referees:

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Nature of relationship** | **Place of employment** | **Contact details** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Pre-Employment Disclosure Questions

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

|  |
| --- |
| 1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct? |
| □ NO □ YES  If yes, please provide details: |
| 1. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body? |
| □ NO □ YES  If yes, please provide details: |
| 1. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges? |
| □ NO □ YES  If yes, please provide details: |
| 1. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children? |
| □ NO □ YES  If No, this will be discussed further if you are offered an interview. |
| 1. Is there any reason why you would not be able to undertake the inherent requirements of the position? |
| □ NO □ YES |
| 1. Do you have a current Working with Children Check? |
| □ NO – I agree to obtain a check □ YES |
| 1. Do you have a current National Police Check? |
| □ NO – I agree to obtain a check □ YES |

### Applicant Declaration

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.

**Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return a copy of this application and accompanying documentation to Clare Scanlon, Principal, via email to: cscanlon@smclarkeshill.catholic.edu.au**

### Application Process

The selection and appointment DOBCEL Schools staff are conducted according to the policy and procedures of the Diocese of Ballarat Catholic Education Limited. DOBCEL personnel will seek to observe those procedures and your confidentiality at all times throughout the selection and appointment process.

We advise that:

* Your application will be acknowledged as soon as it is received.
* You will be informed of the progress of your application after short-listing.
* If selected for an interview, you will be contacted first by phone and an email confirming this will follow.
* Applications of shortlisted candidates and reports from referees will be held until the end of the current year, at which time they will be destroyed.
* The application and reports from referees for the successful applicant will be held on file by St Mary’s Primary School.

We ask that your application for this position includes:

* Personal/cover letter
* Application form obtained from the school’s website
* Curriculum Vitae
* Current VIT registration

Vision & Mission Statement

Our School Vision

As a community, we are inspired by Christ, to pursue, provide and promote fullness of life for all.

Our School Mission

To live the Christian message of love by:

* building positive relationships
* ensuring a safe, supportive and inclusive environment that promotes high outcomes and celebrates achievements
* providing relevant and purposeful opportunities for growth
* working in collaborative partnerships to provide high quality, stimulating and evidence informed learning
* empowering all to be responsible citizens of our world through caring for our common home

Our BRICKS for living a Christian Life:

**BE Respectful, Inclusive, Courageous, Kind**

***“A new command I give you: Love one another. As I have loved you, so you must love one another."***

**John 13: 34**

### Child Protection in our Schools

St Mary’s Primary School is committed to providing a safe and supportive environment for people of all ages, with special concern for children, young people and vulnerable adults."

At St Mary’s, child safety policy and practices support a proactive role in the care, wellbeing and protection of children and young people, the provision of child safe environments and intervention procedures for responding to abuse and neglect. The Schools’Child Safe and Wellbeing Policy and the Safeguarding Children and Young People Code of Conduct are available on our website: [www.smclarkeshill.catholic.edu.au](http://www.ceob.edu.au/publications/child-protection/)

### Selection and Appointment of Staff

The Principal is the responsible party in the matter of selection and appointment of staff. Appointments are made by the Principal following a process of advertising, shortlisting, interviewing. Proceedings of interview are confidential and no information gained from applicants shall be divulged to any person or organisation outside.

### References

Applicants are asked to provide the names and contact details of three referees to be contacted. Referees should include your current employer or an appropriate representative of that employer. The Principal has an obligation to obtain as much credible informationas possible about each of the candidates in order to make an informed recommendation. If further references are required, a member of the interview panel will contact you to discuss this. In seeking information, confidentiality and sensitivity to the applicant’s particular situation are carefully observed.

### Employment Collection Notice

In applying for this position, you will be providing the Principal with personal information. The Principal can be contacted at St Mary’s Primary School – 5334 5280.

Please note:

1. If you provide the schools with personal information, for example, your name and address or information contained on your resume, this information will be collated in order to assess your application. If the personal information that is requested on the application form is not provided, the application cannot be considered.
2. Information concerning you may be collected from other parties. This will most commonly be those referees that you have nominated. The interview panel does reserve the right to contact other parties who may be able to assist the panel in its deliberations.
3. You agree that school may store this information until the end of the current year.
4. You may seek access to any personal information that the school holds if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include those where access would have an unreasonable impact on the privacy of others.
5. St Mary’s School will not disclose information about you to a third party without your consent.
6. If you provide us with the personal information of others, ie. contact numbers, we encourage you to inform them that you are disclosing this information to the school and why. This information will not be disclosed to third parties and may be stored until the end of the current year.

# **Responsibility**

* The School Principal is responsible for maintaining this document.