

APPLICATION FOR EMPLOYMENT NON-TEACHING STAFF



1. POSITION APPLIED FOR:

2. PERSONAL:

TITLE: FIRST NAME: SURNAME: PREFERRED NAME:

ADDRESS:

PHONE (H): PHONE (M):

EMAIL:

NATIONALITY: HEALTH:

RELIGIOUS DENOMINATION:

WORK AUTHORISATION/VISA: ARE YOU ELIGIBLE TO WORK IN AUSTRALIA? PLEASE PROVIDE DETAILS.

3. EDUCATIONAL QUALIFICATIONS:

QUALIFICATION	NAME OF INSTITUTION	YEAR OBTAINED

4.

DO YOU HOLD NATIONALLY COORDINATED CRIMINAL HISTORY CHECK?
IF NOT, ARE YOU PREPARED TO OBTAIN A POLICE CLEARANCE?

DO YOU HOLD A CURRENT WORKING WITH CHILDREN CHECK?
IF NOT, ARE YOU PREPARED TO OBTAIN A WORKING WITH CHILDREN CHECK?

DO YOU HOLD ACCREDITATION TO WORK IN A CATHOLIC SCHOOL?
IF NOT, ARE YOU PREPARED TO OBTAIN THIS ACCREDITATION?

ACCREDITATION NUMBER:
EFFECTIVE DATE:
ONGOING RENEWAL PERIOD:



5. EMPLOYMENT HISTORY

(INDICATE, IN ORDER, POSITIONS HELD, COMMENCING WITH CURRENT OR MOST RECENT.)

CURRENT EMPLOYER	DATES	POSITION HELD	FULL-TIME PART-TIME (FTE)

6. OTHER RELEVANT EXPERIENCE OR PROFESSIONAL DEVELOPMENT (IF APPLICABLE):

7. ICT COMPETENCIES:

LIST THE APPLICATIONS WITH WHICH YOU ARE COMPETENT.

8. PARISH/COMMUNITY INVOLVEMENT:

DESCRIBE WAYS YOU ARE/HAVE BEEN INVOLVED IN YOUR PARISH AND/OR COMMUNITY.



9. REFEREES: PLEASE PROVIDE AT LEAST THREE REFEREES WHO MAY BE CONTACTED REGARDING PROFESSIONAL EXPERIENCE OR CHARACTER.

	REFEREE 1	REFEREE 2	REFEREE 3
NAME			
POSITION			
ORGANISATION			
EMAIL			
PHONE			

CURRENT EMPLOYER:

PRIEST/MINISTER:

OTHER:

PLEASE ADVISE THE ABOVE REFEREES THAT THEY HAVE BEEN INCLUDED ON THIS APPLICATION FORM.

10. ATTACHMENTS:

PLEASE ATTACH:

- A. A COVER LETTER
- B. YOUR RESUME
- C. A COPY OF YOUR QUALIFICATIONS (IF RELEVANT)
- D. A COPY OF YOUR NATIONALLY COORDINATED CRIMINAL HISTORY CHECK
- E. A COPY OF YOUR WORKING WITH CHILDREN CHECK CARD
- F. OTHER RELEVANT DOCUMENTATION

11. 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.

SIGNATURE:

DATE: