



CORPUS CHRISTI COLLEGE

SEQUERE DOMINUM

NON-TEACHING APPLICATION FORM

INSTRUCTIONS FOR APPLICANTS

Applicants for a teaching position at Corpus Christi College, Bateman, are asked to include the following information as part of their application:

1. A letter outlining the reasons for your interest in the position (one page)
2. The completed Application Form including the contact details of referees (one of which must be your current employer)
3. Any additional relevant information

For confidential enquiries to the Principal, Mrs Caroline Payne, please contact:

- Executive Assistant, Bernadette Canny: +61 (08) 6332 2506 (Mon-Fri); or
- Human Resource Office, Belinda Hermawan: +61 (08) 6332 2656 (Wed-Fri)

Applications should be marked 'Confidential' and either clipped together (no files please) OR completed electronically, and addressed to the Principal:

Email: Executive Assistant to the Principal, Mrs Bernadette Canny
Human Resource Officer, Ms Belinda Hermawan
employment@corpus.wa.edu.au

Post: **Corpus Christi College**
PO Box 279 Willetton WA 6955

**CORPUS CHRISTI COLLEGE
APPLICATION FOR NON-TEACHING POSITION**



Name of applicant	
Position applied for	

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 to the Executive Assistant to the Principal, Mrs Bernadette Canny / HR Officer, Ms Belinda Hermawan.
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, it is necessary for all new staff in Catholic Schools to obtain a 100 Point Federal CrimTrac Police Clearance and a Working With Children Check.
7. In applying for this position you will be providing Corpus Christi College with personal information. We can be contacted at PO Box 279 Willetton WA 6955
Telephone: +61 (08) 6332 2500 Fax: +61 (08) 9310 5648
Email Executive Assistant to the Principal: bcanny@corpus.wa.edu.au
8. If you provide us with personal information, for example your name and address or information contained on your Curriculum Vitae, we will collect the information in order to assess your application. You agree that we may store this information for as long as necessary.
9. You may seek access to your personal information that we hold about you if you are unsuccessful 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.
10. We will not disclose this information to a third party without your consent.
11. 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.
12. The College follows the Disputes and Complaints Resolution policy approved by the Catholic Education of Western Australia (CEWA). A copy of this is available upon request.

1. PERSONAL INFORMATION

Surname	
Christian names	
Home address	
Postal address	
Email	
Mobile phone	
Current employer	
Current position	
Nationality	
Nb. If you are not an Australian citizen, proof of residency and permission to work in Australia will be required	
Religion	

State of health	
Do you have any medical condition that to the best of your knowledge could affect your ability to fulfil your role at Corpus Christi College?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details	

Have you ever been convicted in a court of law for anything other than for a traffic offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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2. QUALIFICATIONS

Tertiary Education Qualifications			
Qualification	Years attended	Institution	Major

Other Qualifications			
Qualification	Years attended	Institution	Major

Secondary School(s) Attended	
School	Years attended

Catholic School Accreditation			
Do you possess Accreditation to Work in a Catholic School?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Date awarded		Expiry	

Professional Development			
Provide details of courses, conferences, and seminars attended within the past three years relevant to the advertised position			
Course/Conference	Date attended	Date attended	Location

3. WORK EXPERIENCE

Employment History			
Position		Dates	
Employer			
Duties/Responsibilities			
Position		Dates	
Employer			
Duties/Responsibilities			
Position		Dates	
Employer			
Duties/Responsibilities			
Position		Dates	
Employer			
Duties/Responsibilities			
Position		Dates	
Employer			
Duties/Responsibilities			
Position		Dates	
Employer			
Duties/Responsibilities			
Position		Dates	
Employer			
Duties/Responsibilities			

Employment: Awards and Achievements		
Award/Achievement	Employer	Year

5. SELECTION CRITERIA

Response to Selection Criteria

Please outline how you meet the selection criteria outlined in the last section of the position description.

5. REFEREES

Please provide the information of those who have consented to act as referees. Please note the Principal reserves the right to contact persons not nominated by the applicant.

Parish Priest			
Name			
Parish			
Address			
Mobile		Parish Telephone	

Professional Referee 1 (a person with whom you are currently working)			
Name			
Position			
School			
Mobile		Business Telephone	

Professional Referee Alternative			
If you do not wish to nominate your current employer (or someone with whom you work at your current employer), please outline your reasons and nominate an alternate referee with whom you have recently worked			
Reason for Alternative			
Name			
Position			
School			
Mobile		Business Telephone	

Professional Referee 2			
Name			
Position			
School			
Mobile		Business Telephone	

Professional Referee 3			
Name			
Position			
School			
Mobile		Business Telephone	

6. WORKING IN A CATHOLIC SCHOOL: A STATEMENT OF PRINCIPLES

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 in Christian values. Such an education is dependent for its effectiveness on a high level of interpersonal relationship between teacher and pupil, and between staff member, teacher and pupil, through which the staff member is called to witness to the essential values of Christ.

Staff in the Catholic schools are more than employees. They minister in the name of the Church and of the Gospel and as such participate actively in the life of the Church and have a pastoral concern for each individual student. This is the reason all staff are required to attain the Accreditation to Work in a Catholic School qualification comprising of three single day units of study held at the Catholic Education Office in the first five years of appointment.

It is expected all staff employed in a Catholic School will perform conscientiously and competently the duties, both teaching or non teaching, they are assigned by the Principal in accordance with normal practice in Catholic schools.

Staff should help maintain an atmosphere of charity and justice within the school, as would be expected in a faith community and help ensure the provision of the Catholic religious perspective in all activities of the school in which staff and students engage.

Only a person supportive of Catholic Educational philosophy may be a staff member in a Catholic school. Staff bear witness to Christ and Christian values in their own conduct and by personally supporting, evaluating, developing and disseminating the Catholic school philosophy.

7. DECLARATION:

Prior to appointment, you will be required to submit current documentation, including the following:

1. Academic qualifications
2. Accreditation Certificate/s (if applicable)
3. Federal Crimtrac Police Clearance
4. Working With Children Check

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. I have read "Working in A Catholic School: A Statement of Principles" and concur with its contents and agree to support the objectives outlined.

Signed

Date