



*To act justly, to love tenderly and
to walk humbly with your God.*
Micah 6:8

MARIST CAMPUS Rodsted Street, BUNBURY WA 6230
Ph (08) 9721 0000, Fax (08) 9721 0044

MERCY CAMPUS Kingston Drive, AUSTRALIND WA 6233
Ph (08) 9720 3300, Fax (08) 9720 3333

Email: admin@bccwa.wa.edu.au www.bunburycatholic.wa.edu.au

EMPLOYMENT APPLICATION FOR SUPPORT STAFF

Vacancy Title: _____

Applicant full name: _____

**Please forward this application and relevant attachments
to the Principal by the advertised closing date:**

*Confidential to the Principal,
relevant senior staff and panel members.*

EMPLOYMENT APPLICATION FOR SUPPORT STAFF
(All non teaching staff)
BUNBURY CATHOLIC COLLEGE

POSITION: _____

1. PERSONAL INFORMATION

NAME:			
ADDRESS:			
EMAIL ADDRESS:			
PHONE:	H:	W:	Mobile:
RELIGION:			
NEXT OF KIN: Relationship to next of kin			Mobile: Tel. (Hm):

2. EMPLOYMENT RECORD: *Indicate positions held, commencing with current or most recent.*

Employer	Dates	Position	Full-Time Part-Time (FTE)

3. EDUCATIONAL QUALIFICATIONS *(Please attach copies)*

Qualifications	Name of Institution	Year Obtained

- 4. Have you completed:**
- | | | |
|--|-----|----|
| Accreditation to work in a Catholic School?
<i>(Please attach copies of Accreditation certificates)</i> | Yes | No |
| Information Technology professional development? | Yes | No |

BUNBURY CATHOLIC COLLEGE

VISION STATEMENT

Through quality teaching and learning in an environment enlivened by Christ's spirit of love, justice and freedom, Bunbury Catholic College strives to empower students to achieve their potential, as our gift to God.

WORKING IN A CATHOLIC SCHOOL: A STATEMENT OF PRINCIPLES

The Catholic school forms part of the saving mission of the Church especially for education in faith. It is a privileged means of promoting the formation of the whole person.

The Catholic school staff are committed to extending the invitation of Jesus to "Come, Follow Me." 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.

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

Non-teaching staff should help maintain an atmosphere of charity and justice within the school as would be expected in a Christian community.

All staff must be supportive of the Catholic ethos to bear witness to Christ and uphold Christian values.

The objectives which non-teaching staff in a Catholic school undertake to support and promote require them to:

- a) participate in worship and prayer in the school
- b) adhere to Catholic principles and by personal example, integrity and behaviour and support Catholic moral standards.
- c) implement the policies of the College.

EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing Bunbury Catholic College with personal information. We can be contacted by email admin@bccwa.wa.edu.au or by phone on 08 9721 0000.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for a period of six months.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However there will be occasions where access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent.
6. We are required to collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law.
7. You are to advise your referees that they have been included in your application. We also reserve the right to contact unlisted referees during the short listing process.
8. When the selection process is complete your application will be destroyed if you are not the successful candidate. If you wish your curriculum vitae to be returned, you need to indicate this.