



BUNBURY
CATHOLIC COLLEGE

EMPLOYMENT APPLICATION FOR SUPPORT STAFF VACANCY:

APPLICANT'S FULL NAME:

Please download and save this document before completing and submitting

Please forward this application and relevant attachments to the Principal via human.resources@bccwa.wa.edu.au by the advertised closing date.

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

3. QUALIFICATIONS

EDUCATIONAL QUALIFICATIONS:

Please attach photocopies, not originals of academic transcripts, certificates etc.

Qualifications	Name of Institution	Year Obtained

4. ACCREDITATION

Please indicate whether you have completed the following:

Accreditation to work in a Catholic School? **Yes** **No**

Information Technology Professional Development? **Yes** **No**

(Please attach copies of Accreditation certificates)

5. CO CURRICULAR QUALIFICATIONS/EXPERIENCES

CO CURRICULAR QUALIFICATIONS/EXPERIENCES:

e.g. **Bronze Medallion, First Aid Certificate, Bus Licence etc.** *(Please attach copies)*

Bus Licence **Yes** **No** **If Yes, date obtained:**

Bronze Medallion **Yes** **No** **Expiry Date:**

First Aid **Yes** **No**

Other:

6. PARISH / COMMUNITY INVOLVEMENT

PARISH / COMMUNITY INVOLVEMENT:

Describe ways you are/have been involved in your Parish and/or Community.

7. PROFESSIONAL ASSOCIATIONS

Do you hold a current:

CrimTrac 100 clearance?

Yes

No

Working With Children Card?

Yes

No

(Please attach copies)

8. EMPLOYMENT QUALITIES

What can you bring to the position for which you are applying?

9. REFEREES

Please state the **name, address, phone number, email** and **position held** of referees who may be contacted regarding professional experience and character. Please advise your referees that they have been included on this application form.

CURRENT EMPLOYER

Name:

Position Held:

Address:

Email:

Work Phone:

Mobile Phone:

PROFESSIONAL REFERENCE

Name:

Position Held:

Address:

Email:

Work Phone:

Mobile Phone:

PROFESSIONAL REFERENCE

Name:

Position Held:

Address:

Email:

Work Phone:

Mobile Phone:

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.

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 the non-acceptance of this application and/or termination of employment.

I acknowledge the Employment Collection Notice which is distributed in accordance with the Privacy Act 2001.

Signature: _____ **Date:** _____

BUNBURY CATHOLIC COLLEGE

MISSION AND VISION STATEMENT

We strive to be a learning community in the Marist tradition, empowering students to achieve their personal best. Bunbury Catholic College's students will become confident and compassionate young adults, inspired by the teachings of Jesus, to make a difference in a changing world.

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.