BUNBURY
CATHOLIC COLLEGE

APPLICATION FOR A 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.

1. PERSONAL DETAILS

Name:		**Title:**	
Address:			
Preferred Contact Number:		**Alternate Contact Number:**	
Email:			
Religious Denomination (optional):			
Nationally Coordinated Criminal History Check (NCCHC) Number (if applicable)		**Expiry Date:**	
Working with Children Card Number (if applicable)		**Expiry Date:**	
Driver's Licence #		**Expiry Date:**	
Accreditation to Work in a Catholic School?	Yes: ☐	No: ☐	

Current Work Rights Status:	Australian Citizen	Yes: ☐	No: ☐
	Permanent Resident	Yes: ☐	No: ☐
	Temporary Visa Holder with Work Rights	Yes: ☐	Visa #:

Next of Kin:				**Relationship:**		
NOK Phone:	**(H)**		**(W)**		**(M)**	

2. CO CURRICULAR QUALIFICATIONS/EXPERIENCES

CO CURRICULAR QUALIFICATIONS/EXPERIENCES: *(Please attach copies)*

MR or HR Licence	**Yes**	☐	**No**	☐	**Expiry Date:**	
Bronze Medallion	**Yes**	☐	**No**	☐	**Expiry Date:**	
First Aid	**Yes**	☐	**No**	☐	**Date Attained:**	

Other:

3. QUALIFICATIONS

EDUCATIONAL QUALIFICATIONS: *Please attach copies of academic transcripts, certificates etc.*

Qualifications	Name of Institution	Year Obtained

4. PARISH / COMMUNITY INVOLVEMENT

PARISH / COMMUNITY INVOLVEMENT:
Describe ways you are/have been involved in your Parish and/or Community.

5. EMPLOYMENT QUALITIES

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

6. 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:		**Contact Phone:**	

PROFESSIONAL REFEREE (1)

Name:		**Position Held:**	
Address:			
Email:		**Contact Phone:**	

PROFESSIONAL REFEREE (2)

Name:		**Position Held:**	
Address:			
Email:		**Contact Phone:**	

7. APPLICANT EMPLOYMENT HISTORY

NB: This personal information is being collected to conduct a screening check for employment history.

PERSONAL DETAILS OF THE APPLICANT TO BE CHECKED:

Family Name, Given Name(s):	
Previous Name(s):	
Date of Birth:	
Previously Employed by CEWA:	Yes ☐ No ☐
If yes, what is your most recent placement:	
Employee Code (if known):	
Current Salary Classification Level (if known):	

EMPLOYMENT HISTORY:

Please list all previous positions held, commencing with the current or most recent.

School/Current Employer	Dates	Positions held	Full-time Part-time (FTE)

Please explain any employment gaps greater than six months.

DECLARATION BY APPLICANT

I declare that the details and information on this document are true, complete and correct to the best of my knowledge and I understand any false or misleading statement will be sufficient cause for employment to be withdrawn. I authorise Bunbury Catholic College and Catholic Education Western Australia (CEWA) to verify the employment information provided in this application.

SIGNATURE OF APPLICANT: **DATE:**

*Note completed form to be kept on personnel file

EMPLOYMENT COLLECTION NOTICE

Bunbury Catholic College and Catholic Education Western Australia Limited (CEWA) collect personal information, including sensitive information, to assess your suitability for employment and to meet legal, safeguarding, child protection and employment obligations. Information collected may include personal details, qualifications, employment history, professional references, registration and accreditation details, and employment screening information.

Information may be obtained from you, your referees, previous employers, professional registration bodies, screening authorities and other authorised organisations. It may be disclosed to CEWA, authorised College staff, screening agencies, government authorities and other organisations where required or authorised by law.

If you do not provide the requested information, the College may be unable to assess your application. Personal information is managed in accordance with the Privacy Act 1988 (Cth) and applicable CEWA privacy policies. Applicants may request access to or correction of their personal information, subject to applicable legislation.

For further information, please refer to the CEWA Privacy Collection Notice: CEWA Privacy Collection Notice

EMPLOYMENT IN A CATHOLIC SCHOOL

Bunbury Catholic College is part of the mission of the Catholic Church and operates within the framework of Catholic Education Western Australia Limited (CEWA). All employees contribute to the mission and values of Catholic education and are expected to support the Catholic ethos of the College through their conduct and professional responsibilities.

Employees are expected to:

- support and respect the Catholic identity and values of the College;
- contribute positively to the life of the school community appropriate to their role;
- demonstrate professional conduct consistent with the mission of Catholic education; and
- uphold the College's commitment to student wellbeing, safeguarding and child safety.

Further information about employment in Catholic schools is available from:

- Catholic Education Western Australia (CEWA): CEWA
- CEWA Policy Framework: CEWA Policy Framework
- Accreditation for Catholic Education School Staff: CEWA Accreditation Framework

APPLICANT DECLARATION

I declare that the information contained in this application and any supporting documentation is true, complete and accurate to the best of my knowledge.

I understand that any false, misleading or incomplete information may result in my application being rejected or, if appointed, may result in disciplinary action or termination of employment.

I acknowledge that employment with Bunbury Catholic College is subject to satisfactory screening, referee checks, verification of qualifications and compliance with all applicable legislative and regulatory requirements.

I declare that:

- I am suitable to work with children and understand my responsibility to uphold the child safe policies, practices, procedures and Code of Conduct of Bunbury Catholic College and Catholic Education Western Australia.
- I have not been the subject of any substantiated child protection concerns, findings or restrictions that would affect my suitability to work with children, except where disclosed with this application.
- I have not had my employment terminated, resigned whilst subject to an investigation, or been subject to disciplinary action relating to misconduct, fraud, dishonesty, harassment, bullying, child safety concerns or other serious workplace matters, except where disclosed with this application.
- I understand that I have an ongoing obligation to disclose any matter that may affect my suitability to work in a child-related environment.
- I support the ethos, values and mission of Catholic education and will respect and uphold the Catholic identity of the College.

I consent to Bunbury Catholic College collecting, using and disclosing my personal information for the purposes of assessing my application and conducting employment-related checks.

Applicant Signature: _____ Date: _____