BUNBURY
CATHOLIC COLLEGE

APPLICATION FOR A TEACHING/LEADERSHIP 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.

Rodsted St, Bunbury WA 6230
PO Box 414, Bunbury WA 6231
T 08 9721 0000
F 08 9721 0044
E admin@bccwa.wa.edu.au
W www.bunburycatholic.wa.edu.au

1. PERSONAL DETAILS

Name:				**Title:**	
Address:					
Phone:	**(H)**		**(W)**		**(M)**
Email:					
Religious Denomination:					
TRBWA Reg. #			**Expiry Date:**		
WWCC #			**Expiry Date:**		
Driver's Licence #			**Expiry Date:**		
Current Work Rights Status:	Australian Citizen				
	Permanent Resident				
	Temporary Visa Holder with Work Rights		Visa #:		
Next of Kin:			**Relationship:**		
NOK Phone:	**(H)**		**(W)**		**(M)**

2. CO CURRICULAR QUALIFICATIONS/EXPERIENCES

CO CURRICULAR QUALIFICATIONS/EXPERIENCES:
e.g. Bronze Medallion, First Aid Certificate, Bus Licence etc. *(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. PROFESSIONAL ASSOCIATIONS

PROFESSIONAL ASSOCIATIONS:
Please list membership of professional and/or teacher associations.

4. QUALIFICATIONS

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

Qualifications	Name of Institution	Year Obtained

5. ACCREDITATION

Please indicate whether you have completed the following: *Please attach copies of Accreditation certificates*

Accreditation to work in a Catholic School?	Yes		No	
Accreditation to teach in a Catholic School?	Yes		No	
Accreditation to teach Religious Education?	Yes		No	
Accreditation for Leadership in a Catholic School?	Yes		No	
Information Technology Professional Development?	Yes		No	

6. LEADERSHIP EXPERIENCE

LEADERSHIP EXPERIENCE:
Please provide details of any leadership roles, responsibilities and length of time in the position.

Total Full Years of Leadership Experience:

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

7. RECENT PROFESSIONAL DEVELOPMENT

a) Subject Related:

b) Other:

8. PARISH / COMMUNITY INVOLVEMENT

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

9. EDUCATIONAL PHILOSOPHY

Please outline your educational philosophy.

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

10. 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.

Total Full Years of Teaching Experience:

School/Current Employer	Dates	Positions held (Years/Subjects)	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

11. 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:	
School:	
Address:	
Email:	
Work Phone:	
Mobile Phone:	

PROFESSIONAL REFEREE (1)

Name:	
Position Held:	
Address:	
Email:	
Work Phone:	
Mobile Phone:	

PROFESSIONAL REFEREE (2)

Name:	
Position Held:	
Address:	
Email:	
Work Phone:	
Mobile Phone:	

PARISH PRIEST/MINISTER (If applicable)

Name:	
Church:	
Address:	
Email:	
Work Phone:	
Mobile Phone:	

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

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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

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APPLICANT DECLARATION

I declare that the information provided in this application is true and correct to the best of my knowledge.

I authorise Bunbury Catholic College and Catholic Education Western Australia Limited (CEWA) to verify information provided in this application for recruitment and employment-related purposes.

I acknowledge that I have read and understood the CEWA Privacy Collection Notice and the expectations of employment in a Catholic school, and I consent to the collection, use and disclosure of my personal information and agree to support the Catholic ethos, mission and values of Bunbury Catholic College.

Applicant Signature: _____ Date: _____