



# SACRED HEART COLLEGE

## APPLICATION FOR EMPLOYMENT

DATE: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

(CIRCLE: Part-Time/Full-Time)

### 1. PERSONAL DETAILS:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE: (H) \_\_\_\_\_ PHONE: (W) \_\_\_\_\_ MOBILE: \_\_\_\_\_

WORKING WITH CHILDREN CHECK NUMBER AND EXPIRY DATE \_\_\_\_\_

RELIGIOUS DENOMINATION: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADVERTISEMENT FOR THIS POSITION LOCATED IN: (Please tick the appropriate box)

The West Australian  College Website  Seek.com  CEWA Website

### 2. QUALIFICATIONS:

| Qualification | Name of Institution | Year Obtained |
|---------------|---------------------|---------------|
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|               |                     |               |

### 3. MEMBER OF TECHNICAL OR PROFESSIONAL BODIES

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**4. WORK EXPERIENCE (In relation to this position):** Indicate in order, positions held, commencing with current or most recent.

| Employer | Dates | Position Held | Full Time<br>Part-Time (FTE) |
|----------|-------|---------------|------------------------------|
|          |       |               |                              |
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You may wish to comment on positions of responsibility you have held:

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**5. HAVE YOU COMPLETED:**

Please Tick

| Accreditation                                      | Yes | In progress<br><i>(date commenced)</i> | No |
|--|-----|--|----|
| Accreditation to <b>Work</b> in a Catholic School  |     |  |    |
| Accreditation to <b>Teach</b> in a Catholic School |     |  |    |
| Accreditation to <b>Lead</b> in a Catholic School  |     |  |    |

**6. RECENT PROFESSIONAL DEVELOPMENT:**

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**7. DECLARATIONS**

Do you have a medical condition or disability that may need to be considered when undertaking the duties of the position you have applied for? If yes, please provide details:

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Have you made a previous Worker's Compensation Claim? If you have, this is not a barrier to the consideration of an application for employment, however, it will assist in assessing opportunities to place you in appropriate employment. If yes, please provide details:

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

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**9. REFEREES**

State name, address, phone number and position held of at least THREE referees who may be contacted regarding professional experience and character:

CURRENT EMPLOYER:

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PRIEST/MINISTER:

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OTHER:

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I have/have not advised the above referees they have been included on this application form.

**10. ATTACHMENTS:** Please attach photocopies of

- a) Academic Transcripts
- b) Accreditation Certificates
- c) Nationally Coordinated Criminal History Check
- d) Working With Children Check

## **WORKING AT SACRED HEART COLLEGE WHAT WE CAN OFFER YOU**

In addition to being part of a vibrant, inclusive community, the following conditions are offered at the College:

- Additional leave entitlements (over Easter and Catholic Day)
- Competitive salary
- Salary packaging
- Deferred salary scheme
- Free onsite parking
- Commuter Cover (insurance) to and from work
- Staff café service
- Wellness program
- Corporate healthcare rates
- Onsite weights/fitness studio
- Employee Assistance Program.

## **WORKING IN A CATHOLIC SCHOOL A STATEMENT OF PRINCIPLES**

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.

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 educator and pupil through which the educator witnesses to the essential values of Christ.

Educators in the Catholic school 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.

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

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

All educators have a responsibility to develop and maintain an adequate understanding of those aspects of Catholic teaching which relate to their subject areas. By their example, all educators provide a Christian leadership role for all members of the school community.

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

The Catholic School and the educator in the Catholic School are committed to extending the invitation of Jesus to "Come, Follow Me".

The objectives which educators in a Catholic school undertake to support and promote require them to:

- (i) give regular and efficient instruction for the academic, physical and spiritual development of the pupils;
- (ii) participate in worship and prayer in the school;
- (iii) adhere to Catholic principles and by personal example, integrity and behaviour, support Catholic moral standards.

**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 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_