



CHISHOLM CATHOLIC COLLEGE

Application Form

Non - Teaching or Support Staff

Interested applicants submitting formal application for a non – Teaching or support staff role at Chisholm Catholic College must complete the following form. This information will be treated with professional discretion and only for formal recruitment purposes.

This form should be completed and submitted (electronically or in hard copy) prior to the closing date and with –

- A *covering letter* outlining the reasons for your interest in the position.
- *Working with Children Clearance*.
- Copies of *Qualifications* achieved.

Applications should be forwarded to the Executive Assistant to the Principal, marked 'Confidential' and addressed to the Principal.

via email - princsec@chisholmcc.wa.edu.au (phone 9208 2514)

or

via post - The Principal
Chisholm Catholic College
PO Box 89, Inglewood WA 6932

In applying for this position you will be providing Chisholm Catholic College with personal information. This information will be kept confidential and used for recruitment purposes only and not disclosed to external third parties without your consent.

In accordance with regulations for employee screening, requested evidence must be provided in relation to Working with Children Clearance, Police clearance checks and declared previous employment history.

Referee contact information must also be provided, including current employer. The Principal or his or her delegate, reserves the right to contact referees and seek relevant background information and in regard to previous experience.

APPLICATION FORM

Non - Teaching or Support Staff

Personal Information:

Applicants Name: _____

Position being applied for: _____

Home Address: _____

Telephone: _____

Address for communication with respect to this application:

Date of Birth: _____

Country of Birth: _____ Nationality: _____

Marital Status: _____ No. of children _____ Ages (in years) _____

Religion: _____

Parish: (if applicable) _____ Priest/Minister: _____

Health: _____

WWC Number: _____

Expiry date: _____

Previously employed by CEWA (please circle): YES NO

Do you have **Accreditation to Work in a Catholic School?** YES NO

QUALIFICATIONS and previous experience:

Secondary schooling:

Qualification	School	Year awarded

Tertiary or Other Qualifications: (please attach photocopies)

Qualifications	Institution	Year awarded

Relevant Personal Professional Development:

Provide details of courses, seminars or training attended within the past three years that relate to the position.

Course	Date	Location	Certification achieved
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Employment History and Work Experience:

Organisation / School	Start and End dates	Role / Nature of work

Extra Curricula Experience / contribution:

List experience or interests in coaching/managing sport, drama, music, choir, etc.

Activity	Location

Membership of any professional organisations or civic or cultural groups:

REFEREES

Names and addresses of persons who have consented to act as referees. The Principal reserves the right to contact persons in leadership positions at the applicant's current employment.

Current Employer:

Name: _____
Position: _____
School: _____
Phone: Mobile: _____ Business: _____

Professional Referee (a person with whom you are currently working)

Name: _____
Position: _____
School: _____
Phone: Mobile: _____ Business: _____

Professional Referee (a person with whom you have worked with in the past three years)

Name: _____
Position: _____
School: _____
Phone: Mobile: _____ Business: _____

Parish Priest (if applicable)

Name: _____
Parish: _____
Address: _____
Phone: Mobile: _____ Parish: _____

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.

SIGNATURE OF APPLICANT:

DATE:
