



CHISHOLM CATHOLIC COLLEGE

Application Form

NON-TEACHING STAFF POSITION

Interested applicants submitting formal application for a non-teaching or support staff role at Chisholm Catholic College must complete the following. 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 with the following:

- A covering letter outlining the reasons for your interest in the position.
- Proof of Working with Children Clearance and Department of Education Police Clearance.
- Copies of Qualifications achieved.

Applications should be marked 'Confidential' and addressed to the Principal, and forwarded to the Executive Assistant 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, Department of Education Police clearance and previous employment history.

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

The Principal reserves the right to seek information from people not listed within this application unless specifically requested not to do so.

Applicants must be supportive of the Catholic ethos.

APPLICATION FORM NON-TEACHER

1. PERSONAL INFORMATION

Surname: _____

Given Name/s: _____

Position being applied for: _____

Home Address: _____

Mobile: _____

Email Address: _____

Business Address: _____

Name/address of school at
which currently employed: _____

Address for communication
with respect to this
Application _____

Date of Birth: _____

Country of Birth: _____ Nationality: _____

Religion: _____

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

Health: _____

WWC Number: _____

Expiry date: _____

Do you have a current Department of Education Police Clearance? YES / NO

2. QUALIFICATIONS

2.1 SECONDARY EDUCATION QUALIFICATIONS

Qualifications	School	Year awarded

2.2 TERTIARY or OTHER QUALIFICATIONS (please attach photocopies, NOT originals of degree certificates, results, statements, etc.)

Qualifications	Institution	Year awarded	Full time study equivalent

2.3 Relevant Personal Professional Development

Give details of any courses, conferences, seminars attended within the past three years that relate to the position.

Course Title Date Location Certification (where applicable)

3. EXPERIENCE

Employer	Position/Job Description	Indicate dates and years in the position

Have you completed Accreditation to Work in a Catholic School?

YES / NO

PARISH MINISTRY INVOLVEMENT

Please list below any form of parish ministry or activity in which you are or have been involved.

4. REFEREES

Names and addresses of persons who have consented to act as referees. The Principal reserves the right to contact persons not nominated by the applicant.

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

Name: _____
Position: _____
Telephone: _____ Mobile: _____
Business: _____

4.2 Professional Referee

Name: _____
Position: _____
Telephone: _____ Mobile: _____
Business: _____

4.3 Current Employer

Name: _____
Position: _____
Telephone: _____ Mobile: _____
Business: _____

4.4 Parish Priest (if applicable)

Name: _____
Parish: _____
Address: _____
Telephone: _____ Mobile: _____
Parish: _____

This information is provided in good faith towards this application with my due consideration to being a true and accurate record, to the best of my knowledge.

SIGNATURE OF APPLICANT: _____

DATE: _____