**­­**

Mercy College is committed to child safety and is legally required to obtain the following information

about a person whom it proposes to engage to perform child-connected work:

1. Working with Children Check status, or similar check
2. proof of personal identity and any professional or other qualifications
3. the person’s history of work involving children
4. references that address the person’s suitability for the job and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorites, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth) and is in alignment with the *CECV Guidelines for the Employment of Staff in Catholic Schools.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONAL** | **TITLE** | **GIVEN NAME(S)** | | | **SURNAME** |
|  |  | | |  |
| **ADDRESS** | | | **PHONE NUMBERS** | **VIT REGISTRATION NUMBER** |
|  | | | **Home** |  |
| **Mobile** | **VIT REGISTRATION TYPE** |
| **Work** |  |
| **EMAIL:** | | | | |
| **ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL** | | **ACCREDITATION TO TEACH RELIGIOUS EDUCATION** | | |
| **Yes or No**  **Accreditation No:** | | **Yes or No**  **Accreditation No:** | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | **QUALIFICATIONS ATTAINED** | **YEAR COMPLETED** | **NAME OF INSTITUTION** | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
| **GRADES/YEAR LEVELS/SUBJECTS/PROGRAMS QUALIFIED TO TEACH** | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| **CURRENT EMPLOYMENT** | **CURRENT PLACE OF EMPLOYMENT** | | | **POSITION** |
|  | | |  |
| **ADDRESS OF CURRENT PLACE OF EMPLOYMENT** | | | **PHONE NUMBER** |
|  | | |  |
| **DATE BEGAN** |
|  |
| **DUTIES (FOR EXAMPLE: SUBJECTS/GRADES TAUGHT IF CURRENTLY TEACHING)** | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT**  **PREVIOUS EMPLOYMENT** | **EMPLOYER’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***(Note: You must list all previous employers)*** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **VOLUNTEER WORK**  **PREVIOUS EMPLOYMENT** | **ORGANISATION’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***(Note: You must list all previous places of volunteer work where such work involved children)*** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LEADERSHIP EXPERIENCE** | **FROM** | **TO** | **POSITION HELD** | **DESCRIPTION OF EXPERIENCE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROFESSIONAL LEARNING** | **YEAR** | **COURSE/UNIT/PROGRAM** | **DESCRIPTION** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFEREES** | **NAME** | **POSITION** | **SCHOOL/COMPANY** | **PHONE NUMBER** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The Selection Panel retains the right to contact other referees.

|  |  |
| --- | --- |
| **PROFESSIONAL STATEMENT** | **Please respond briefly to the following key selection criteria by providing a brief statement of your professional capacity to fulfil the teaching position advertised (max 400 words):** |
| * Understanding of and commitment to the Catholic and Mercy learning community |
| * Demonstrated commitment to professional knowledge; knowing how students learn and knowing the content and how to teach it. |
| * Demonstrated commitment to professional practice; planning and implementing effecting learning and teaching, creating and maintaining supportive and safe learning environments, assessing, providing feedback and reporting on learning. |
| * Demonstrated commitment to professional engagement; engaging in professional learning, engaging with colleagues, parents/carers and the community. |
| * Understanding of and commitment to improving student learning experiences through the nurturing of wellbeing. |
| * A fluent understanding of the Victorian Curriculum and Victorian Curriculum and Assessment Authority guidelines as curriculum frameworks. |

**Pre-Employment Disclosure Questions**position that be person suitable to work with

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

|  |
| --- |
| 1. **Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?** |
| YES or NO |
| If yes, please provide details: |
|  |
|  |
|  |
|  |
|  |
|  |
| 1. **Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?** |
| YES or NO |
| If yes, please provide details: |
|  |
|  |
|  |
|  |
|  |
|  |
| 1. **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?** |
| YES or NO |
| If yes, please provide details: |
|  |
|  |
|  |
|  |
|  |
|  |
| 1. **Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?** |
| YES or NO |
| If no, this will be discussed further if you are offered an interview. |

Please return your application form electronically to:

The Principal

Lila Mclnerney

Mercy College

[principal@mercycoburg.catholic.edu.au](mailto:principal@mercycoburg.catholic.edu.au)

Applications may be processed upon receipt

**Applicant declaration**

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding   
Catholic Education.

# Signature Date