

OUR LADY OF MERCY CATHOLIC COLLEGE BURRANEER

TEACHER APPLICATION FORM

POSITION

Position Applied For:

PERSONAL DETAILS

Preferred Title:

Surname:

Christian/ Given Names:

Preferred Name:

Former Surname: (if previously employed under that name)

Religion:

Date of Birth:

Parish of Worship:

Residential Address:

Address for Correspondence:

Telephone Numbers: Home:

Work:

Are you an Australian Resident ?

Yes

No

Active Accreditation Number:

Payroll PIN No.

(if currently/previously employed by SCS Sydney)

Professional Development Hours:

Do you hold a Current Classification from Sydney, Parramatta or Broken Bay Diocese ?

Yes

No

If you do hold a Current Classification please specify:

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SECONDARY EDUCATION		
School	Years of Attendance	Level Attained
	to	
	to	
TERTIARY EDUCATION COMPLETED (Copies of official TRANSCRIPTS may be required)		
1 Teacher Education		
Academic Institution		
Length of Course		
Award Conferred		
Year Conferred		
Type of Course	<input type="checkbox"/> Infants <input type="checkbox"/> Primary <input type="checkbox"/> Secondary	
2 Non Teacher Qualifications		
University/other institution		
Degree/Diploma		
Year Awarded		
3 Religious Education Qualification		
Do you have RE Qualifications ?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, Academic Institution:		
Years of Study:		
Qualification Awarded:		
4 Accredited to teach Religious Education in the Archdiocese of Sydney	Yes <input type="checkbox"/> No <input type="checkbox"/>	
CURRENT TERTIARY STUDY BEING UNDERTAKEN		
Course	Name and Location of Institution	Year commenced
OTHER SIGNIFICANT/RELEVANT PROFESSIONAL DEVELOPMENT (in last 5 years)		
<ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ 		

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CURRENT EMPLOYMENT	
1 Name of School (or Employer):	
Address:	
Period of employment:	From: _____ To: _____
Classes/ Subjects taught:	
Positions of Special Responsibility Held:	
PAST EMPLOYMENT (Please include a complete record of past employees - most recent employment first)	
1 Name of School (or Employer):	
Address:	
Period of employment:	From: _____ To: _____
Position(s) Held: <i>(Incl Classes taught)</i>	
Reason for Cessation:	
2 Name of School or (or Employer):	
Address:	
Period of employment:	From: _____ To: _____
Position(s) Held: <i>(Incl Classes taught)</i>	
Reason for Cessation:	
3 Name of School or (or Employer):	
Address:	
Period of employment:	From: _____ To: _____
Position(s) Held: <i>(Incl Classes taught)</i>	
Reason for Cessation:	
4 Name of School or (or Employer):	
Address:	
Period of employment:	From: _____ To: _____
Position(s) Held: <i>(Incl Classes taught)</i>	
Reason for Cessation:	
5 Name of School or (or Employer):	
Address:	
Period of employment:	From: _____ To: _____
Position(s) Held: <i>(Incl Classes taught)</i>	
Reason for Cessation:	

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COMMUNITY INVOLVEMENT, INTERESTS AND PROFESSIONAL ASSOCIATIONS

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HEALTH

Please comment on any current medical condition or physical impairment which may be relevant to your ability/capacity to perform the position applied for:

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REFEREES

State name, address and phone number of at least three (3) persons to whom reference may be made in regard to character and professional competence. These referees must, where applicable, reflect a breadth of employment of greater than 5 years. One of these ideally should be a parish priest or minister, one, your present Principal or employer and one, your previous Principal or employer.

1. Name:		
Address:		
Telephone:	Home:	Work
2. Name:		
Address:		
Telephone:	Home:	Work
3. Name:		
Address:		
Telephone:	Home: _____	Work _____

CURRICULUM VITAE

All applicants are asked to attach a brief resume of supporting documents with this application.

CHILD PROTECTION LEGISLATION

1. I have undergone an Employment Screening for CEO Sydney process since 3 July 2000
2. I have signed a Prohibited Employment Declaration for CEO Sydney since 3 July 2000
3. I understand that the preferred applicant for this position will need to undertake Employment Screening (for teachers not presently employed in the Catholic Education Office, Sydney) and sign a Prohibited Employment Declaration.

EMPLOYMENT COLLECTION NOTICE

This information applies ONLY to applicants who are not currently, or have not previously been, employed by CEO Sydney

1. In applying to provide your services you will be providing the school with personal information. We can be contacted via the information contained in the header of this document.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under NSW Child Protection law.
6. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties.

DECLARATION

I certify that the information in this application for employment is complete and correct and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Signature: _____

Date: _____