



Our Lady of Mercy College

Application for Employment

Please note:

All sections of this form must be completed. Any false, misleading or incomplete information in connection with this application may lead to a rejection of the application. Any information provided may be checked by the prospective employer with relevant authorities, previous employers, referees or other 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).

Child Safety

Mercy Education 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:

- current teacher registration or equivalent
- proof of personal identity
- certified professional results transcripts
- history of work with children
- three references that address suitability for the role and working with children

Application Requirements

To be considered for a role at Our Lady of Mercy College, candidates must:

- a) be committed to the objectives and ethos of Catholic Education
 - b) complete this application form in full
 - c) provide a cover letter and Curriculum Vitae
 - d) addresses the Key Selection Criteria outlined in the position description
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SECTION 1: PERSONAL INFORMATION

Surname		
Given name		
Address		
Contact details	Telephone	Email
Role applied for		
How did you hear about this position?		

REGISTRATION – VIT / WWC

Circle: VIT / WWC A copy of the card will be required prior to commencement.

Registration number		Expiry date	
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SECTION 2: CURRENT PLACE OF EMPLOYMENT

Position / role	
Employer	
Address	
Telephone	
Date began	
Duties – Teachers list subjects, year levels taught & responsibilities	

SECTION 3: PREVIOUS EMPLOYMENT

<i>Please list all previous employers. If more space is required add an additional page.</i>		
Past Employer name & address	Position / duties	Dates of Employment: start and end

OTHER EMPLOYMENT EXPERIENCE OUTSIDE TEACHING (if applicable)

<i>Please list all previous employers. If more space is required, add an additional page.</i>		
Employer	Position / duties	Dates of Employment: start and end

SECTION 4: VOLUNTEER WORK

Please list all places of volunteer work connected to children. If more space is required, add an additional page.

Organisation details	Position / duties	Dates of Employment: start and end

SECTION 5: EDUCATION

Please note: certified transcripts of results will be required prior to commencement.

COMPLETED TERTIARY QUALIFICATIONS

Qualification	Institution	Year Completed
Year levels / subjects / programs qualified to teach		

TERTIARY EDUCATION BEING UNDERTAKEN

Qualification	Institution	Expected completion

ACCREDITATION

A copy of your Accreditation to Teach in a Catholic School and/or Accreditation to Teach Religious Education is required.

Accreditation level & number	Awarded by	Year Completed

SECTION 6: REFEREES

Please list three (3) professional referees

Name	Position	School	Phone

SECTION 7: PRE-EMPLOYMENT DISCLOSURE QUESTIONS

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 is relevant to the prospective employer understanding and determining your likely ability to carry out the 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?
No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide details below
2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?
No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide details below
3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?
No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide details below
4. 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?
No <input type="checkbox"/> Yes <input type="checkbox"/>
If no, further discussion will be had if you are offered an interview.

SECTION 8: 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 on the College website.

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: _____