



# MARIST COLLEGE ASHGROVE EMPLOYMENT APPLICATION

**NAME OF APPLICANT:** \_\_\_\_\_

**APPLICATION FOR THE POSITION OF:** \_\_\_\_\_

Applications should be forwarded via the College website to:

Julie Ward  
Head of Staff Services  
Marist College Ashgrove

1. All applications will be subjected to screening procedures as detailed in the Commission for Children and Young People and Child Guardian legislation.
2. These checks are consistent with Marist Schools Australia's commitment to child protection policies and procedures.
3. In applying for this position, you will be providing Marist College Ashgrove with personal information.
4. If you provide Marist College Ashgrove with personal information, for example your name and address or information contained on your resume, Marist College Ashgrove will collect the information in order to assess your application.
5. Marist College Ashgrove will destroy this information at the completion of the appointment process.
6. You may seek access to your personal information held by Marist College Ashgrove if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
7. This information will be provided to the interview panel for the position for which you are applying.

## 1. PERSONAL INFORMATION

TITLE	
SURNAME	
FIRST NAMES	
HOME ADDRESS	
HOME PHONE	
MOBILE PHONE	
EMAIL ADDRESS	
PRESENT POSITION	
RELIGION	

Have you ever been convicted in a court of law? Yes  No

Are you legally entitled to work in Australia? Yes  No

Are you an Australian citizen? Yes  No

If you answered 'No', please attach a copy of your visa including the type and expiry date.

VISA TYPE:

EXPIRY DATE:

What notice period are you required to give?

Are you registered with QCT? Yes  No  If yes, please provide registration number: \_\_\_\_\_

Do you hold a current Blue Card? Yes  No  If yes, please provide card number: \_\_\_\_\_

## 2. WORK HEALTH AND SAFETY

Are there any injuries or illnesses previously suffered that Marist College Ashgrove needs to be aware of that may affect your ability to perform the inherent requirements of the position?

Yes  No

If yes, please provide details:

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## 3. REFEREES

***Names and addresses of persons who have consented to act as referees to comment on your suitability for this position, preferably including your current Principal. NB. Head of Staff Services at Marist College Ashgrove reserves the right to contact persons not nominated by the applicant.***

### 3.1 Referee 1

NAME	
POSITION	
LOCATION	
PHONE	
MOBILE	
HOME PHONE	
EMAIL	



### 4.3 Membership of Professional Organisations

Please list below the Professional Organisations that you are a member of:


### 4.4 Teaching Subjects qualified to offer (teachers only)

Please list below the subjects you are qualified to teach:


### 4.5 Co-Curricular Activities

Please list below any relevant co-curricular activities:


## 5. EXPERIENCE

### 5.1 Experience

Years ( <i>from most recent</i> )	Name of College/Organisation	Role

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Tick one of the boxes below.

How did you first become aware of the current employment vacancy at Marist College Ashgrove?

- [www.seek.com.au](http://www.seek.com.au)    MCA website    MCA Staff member    Other:.....



# APPLICATION DECLARATION

## WORKING IN A CATHOLIC SCHOOL ALL STAFF ARE REQUIRED TO:

- Actively support the objectives and ethos of Catholic education and the Vision and Mission of the College
- Live and act in a way that respects the beliefs and practices of the Catholic community
- Participate in an appropriate manner in the sacramental, liturgical and prayer life of the College
- Actively witness to Gospel Values in their daily work and in relationships with students, parents and staff
- Complete the appropriate Catholic School Accreditation requirements

## DECLARATION

I declare that the information in the application is complete and correct in every detail. I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment. I have read "Statement of Principles for Employment in Catholic Education" and concur with its contents and agree to support the objectives outlined.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_