

**APPLICATION FORM**

**SCHOOL EDUCATIONAL ASSISTANT**

**2019**

**INSTRUCTIONS FOR APPLICANTS**

Applicants for the positions at St Francis’ School Maddington, are asked to include the following information as part of their application:

1. A letter outlining the reasons for your interest in the position
2. The completed Application Form including the contact details of referees (one of which must be your current employer)
3. Any additional relevant information

Confidential enquiries to the Principal, Mr Ian Hagen

***Applications should be marked ‘Confidential’, completed electronically and emailed to principal@stfs.wa.edu.au.***

##

**Name:**

**Position Applying for: Educational Assistant**

1. Please fill in ALL sections of this form, you may also chose to supply a current Resume.

2. Your covering letter should explain your reasons for applying for this position AND any other relevant information you may wish to include.

3. Please attach this Application Form to your letter of application and forward to the Principal.

4. The Principal reserves the right to seek information from people not listed here unless specifically requested not to do so.

1. Applicants will be expected to uphold the Catholic ethos of the School.
2. In accordance with regulations for employee screening, it is necessary for all new staff in

 Catholic Schools to complete the following screening requirements:

* 1. Hold a current Working With Children (WWC) qualification
	2. A current National Police History Check must also be obtained. The appropriate Criminal History Record Check form is available from the Department of Education and Training website: [www.det.wa.edu.au.](http://www.det.wa.edu.au/screening/detcms/navigation/new-applicant-screening/national-police-history-check--application-package/?oid=MultiPartArticle-id-3768447)
	3. CEWA Check of Employability Status which must be completed and submitted electronically with this application. <https://www.stfs.wa.edu.au/employment.html>

7. In applying for this position, you will be providing St Francis’ School with personal information. We can be contacted at:

 10 Alloa Road

 MADDINGTON WA 6109

 Ph: 9262 4421 Fax: 9262 4411

Email: Jodi.VanNus@cewa.edu.au

8. If you provide us with personal information, for example your name and address or information contained on your Curriculum Vitae, we will collect the information in order to assess your application. You agree that we may store this information for as long as necessary.

9. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, they may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

10. 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, that the school does not usually disclose the information to third parties and that we may store their information for as long as necessary.

11. The School follows the Disputes and Complaints Resolution policy approved by the Catholic Education Commission of Western Australia (CECWA). A copy of this is available upon request.



**APPLICATION FORM**

**1. PERSONAL INFORMATION**

Surname

**Christian Names**

**Date of Birth**

**Home Address**

**Home Telephone**

**Present Position**

**Name of current**

**employer**

**Address**

**Telephone**

**Address for**

**communication with**

**respect to this**

**application**

**2. EDUCATION & QUALIFICATIONS**

2.1 **Please list any qualifications you have attained**

 Years attended Institution Qualifications Major area/s Study

2.2 **Relevant Personal Professional Development**

Give details of courses attended within the past three years that relate to the position

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| --- | --- | --- |
| **Course Title**  | **Date** | **Location** |
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**3. APPLICANT EMPLOYMENT HISTORY**

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| --- |
| Indicate in order, the positions you have held commencing with current or most recent.  |

**PREVIOUSLY EMPLOYED BY CEWA (Circle) YES NO**

|  |  |  |  |
| --- | --- | --- | --- |
| **POSITION** | **ORGANISATION/SCHOOL** | **STATE/****COUNTRY** | **DATES** |
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**DECLARATION BY APPLICANT**

I declare that the details and information provided above are true, complete and correct to the best of my knowledge and I understand any false or misleading statement will be sufficient cause for employment to be withdrawn.

 **SIGNATURE OF APPLICANT DATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4. OTHER**

* 1. **Catholic School Accreditation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you have:** | Y/N | Date awarded | Expiry date |
| Accreditation to Work in a Catholic School? |  |  |  |

* 1. **Parish Ministry or Community Involvement:**

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

**5. 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.**

5.1 **Parish Priest** (if applicable)

 Name:

 Parish:

 Address:

 Telephone: Mobile:

 Parish:

5.2 **Professional Referee**

 (a person with whom you are currently working)

 Name:

 Position:

 School:

 Telephone: Mobile:

 Business:

If you do not want the person nominated in 5.2 to be someone with whom you are currently working, please outline your reasons and nominate an alternate referee with whom you have recently worked (in addition to 5.3).

 Reason

5.3 **Professional Referee**

 Name:

 Position:

 School:

 Telephone: Mobile:

 Business:

5.4 **Current Employer (Principal)**

 Name:

 Position:

 School:

 Telephone: Mobile:

 Business:

If you do not want the person nominated in 5.4 to be contacted, please outline your reasons and nominate as a referee a previous employer or another person to whom you have been responsible in your employment.

 Reason

5.5 **Alternative to 5.4**

 Name:

 Position:

 School:

 Telephone: Mobile:

 Business: