

# IRENE McCORMACK CATHOLIC COLLEGE



*Prayer Service Justice*

## Application for the position of

### Teacher of Mathematics

Temporary Full time – 31 December 2022

## INSTRUCTIONS FOR APPLICANTS

Applicants for the above position at Irene McCormack Catholic College, Butler, are asked to include the following information as part of their application:

1. A covering 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, if you are currently employed).
3. An up to date resumé.
4. Statement of TRBWA Teacher Registration.
5. Proof of Working with Children Clearance.
6. COVID -19 Certificates.
7. Copy of Degree Certificates.
8. CEWA Child Protection & Mandatory Reporting Certificate (not older than 2 years)
9. Any name-change documents.

**Applications should be addressed to the Principal, marked 'Confidential' with pages stapled (no display files please) and posted to:**

The Principal  
Irene McCormack Catholic College  
P O Box 318 Quinns Rocks WA 6030

**OR completed electronically and emailed to:**

Mrs Kylie Aaskov, HR Officer  
at [hr@imcc.wa.edu.au](mailto:hr@imcc.wa.edu.au)

**Closing date for applications: Monday 9<sup>th</sup> May 2022 at 4pm.**



1. Please complete **ALL** sections of this form even if you wish to attach a Curriculum Vitae.
2. The Principal reserves the right to seek information from people not listed here unless specifically requested not to do so.
3. Applicants must be supportive of the ethos of the Catholic Church.
4. In accordance with regulations for employee screening, evidence of registration with the Teacher Registration Board of WA and Working with Children Clearance are a condition of employment.
5. In applying for this position you will be providing Irene McCormack Catholic College with personal information.
6. 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. You agree that we may store this information for as long as necessary.
7. 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.
8. We will not disclose this information to a third party without your consent.
9. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College, and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for as long as necessary.
10. The College 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

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### 1. PERSONAL INFORMATION

**SURNAME:** \_\_\_\_\_

**CHRISTIAN NAMES:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Home Telephone no:** \_\_\_\_\_

**Mobile no:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

Name/address of  
Current employer: \_\_\_\_\_

Address for communication  
with respect to this  
Application \_\_\_\_\_

**Telephone no:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Country of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**Religion:** \_\_\_\_\_

**Parish:** \_\_\_\_\_ **Priest/Minister** \_\_\_\_\_

**Are you a practising member of the Catholic Church?** \_\_\_\_\_

**Marital Status** \_\_\_\_\_ **No. of children** \_\_\_\_\_ **Ages (in years)** \_\_\_\_\_

**Health** \_\_\_\_\_

## 2. QUALIFICATIONS

### 2.1 SECONDARY EDUCATION QUALIFICATIONS

Qualifications	School	Year awarded

### 2.2 TERTIARY EDUCATION QUALIFICATIONS (please attach photocopies, NOT originals of degree certificates, results, statements etc.)

Qualifications	Institution	Year awarded	Full time study equivalent

Major Subjects	Number of Units	Minor Subjects	Number of Units

### 2.3 Relevant Personal Professional Development

Give details of courses, conferences, and seminars attended within the past three years that relate to the position.

Course Title	Date	Location	Certification (where applicable)

## 3. TEACHING EXPERIENCE

School	Start and End dates	Subjects taught	Year Level

## GENERAL TEACHING PREFERENCE

(Please list subjects and year levels in order of preference)

Subject	Year Level	Subject	Year Level

## RELIGIOUS EDUCATION QUALIFICATIONS (if applicable)

Qualification	Institution	Year awarded	Full Time Study Equiv.

In-Service Courses	Year

Other Religious Education Qualifications

## RELIGIOUS EDUCATION TEACHING EXPERIENCE (if applicable)

Please list all previous Religious Education teaching appointments, commencing with the most recent.

School	Year of appt.	No of years of RE experience	Year Level

**Have you completed Accreditation to Teach in a Catholic School?**

(attach photocopies where relevant)

YES/NO

**Have you completed Accreditation to Teach Religious Education in a Catholic School?**

(attach photocopies where relevant)

YES/NO

Please list the prescribed study units completed to date:

Unit	Institution	Year

**EXTRA-CURRICULAR EXPERIENCE**

List experience in coaching/managing sport (specify type), drama, debating, speech, music, choir, musicals, school magazine, clubs, Y.C.S., St Vincent de Paul etc.

School	Activity	Year Level

**4. 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.**

**4.1 Professional Referee**

(a person with whom you are currently working)

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Business: \_\_\_\_\_

**4.2 Professional Referee**

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Business: \_\_\_\_\_

**4.3 Current Employer**

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Business: \_\_\_\_\_

**4.4 Parish Priest**

Name: \_\_\_\_\_  
 Parish: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Parish: \_\_\_\_\_



## 5. OTHER RELEVANT INFORMATION

### 5.1. PARISH MINISTRY INVOLVEMENT

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

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### 5.2. Membership or involvement in groups/organisations (e.g. humane, civic, cultural or sporting associations etc.):

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### 5.3 Membership of professional organisations:

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**SIGNATURE OF APPLICANT:**

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**DATE:**

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