IRENE McCORMACK CATHOLIC COLLEGE

Prayer Service Justice

Application for the position of

Coordinator of Home Economics
Commence 26 April 2022 - Ongoing

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

Closing date for applications: Wednesday 30th March 2022 at 4pm.

IRENE McCORMACK CATHOLIC COLLEGE

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.

IRENE McCORMACK CATHOLIC COLLEGE
P O BOX 318, Quinns Rocks WA 6030
Tel: 61 8 9562 2400   Fax: 61 8 9562 0555

Prayer Service Justice

APPLICATION FORM
_____

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? YES/NO
(attach photocopies where relevant)

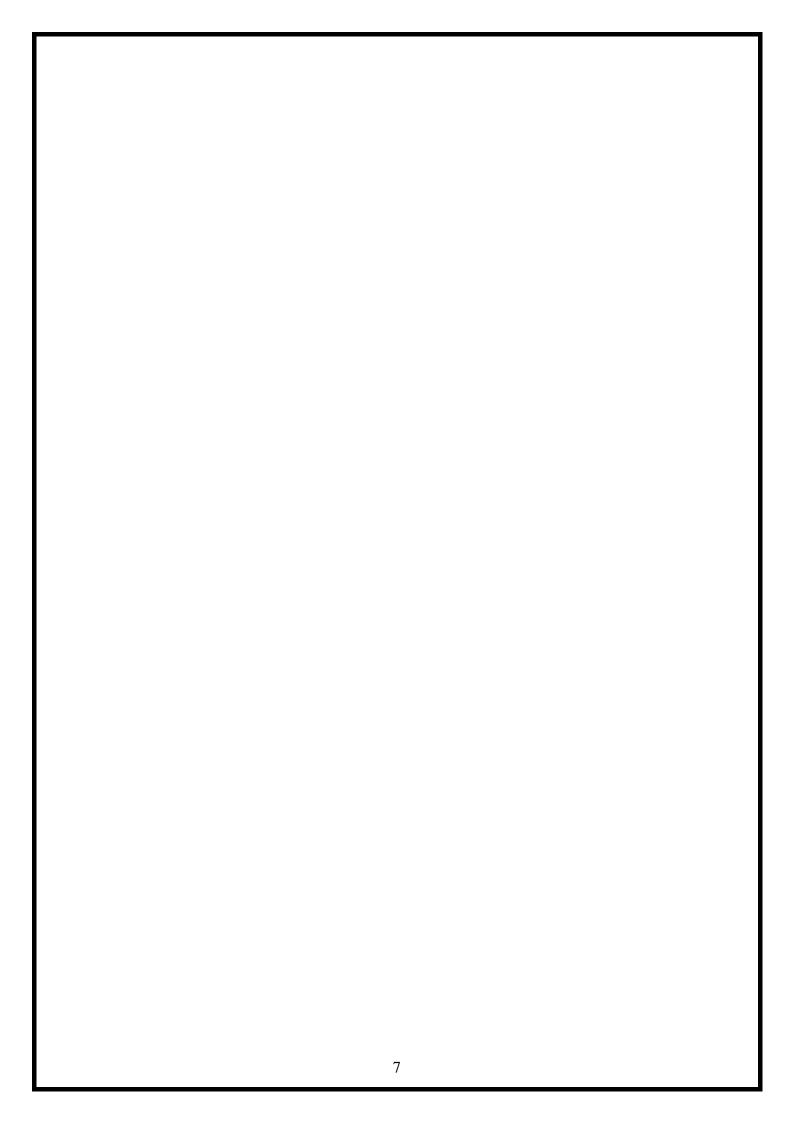**Have you completed Accreditation to Teach Religious Education in
a Catholic School?**
(attach photocopies where relevant) YES/NO

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.

_____

_____

_____

_____

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

_____

_____

_____

_____

5.3 Membership of professional organisations:

_____

_____

_____

_____

SIGNATURE OF APPLICANT: _____

DATE: _____