

IRENE McCORMACK CATHOLIC COLLEGE



Prayer Service Justice

Application for the position of

Administration/Student First Aid Officer

Full time

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. Proof of Working with Children Clearance.
4. Proof of Police Clearance through the Department of Education.
5. First Aid Certificate.
6. Copies of qualification documents.
7. Any name change documents.
8. Catholic Education Childsafe Training.

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 Cheryl Swart
HR Officer
at hr@imcc.wa.edu.au

Applications close on Wednesday 28th July 2021 at 4pm.

IRENE McCORMACK CATHOLIC COLLEGE



Prayer Service Justice

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 Working with Children Clearance and a Crimtrac Police 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

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 OR OTHER QUALIFICATIONS (please attach photocopies of certificates)

Qualifications	Institution	Year awarded

3. EXPERIENCE

Employer	Position/Job Description	Indicate dates and years in the position

4. REFEREES (Attach copies of testimonials or references if you wish)

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 (if applicable)

Name: _____

Position: _____

School: _____

Telephone: _____ Mobile: _____

Business: _____

4.4 Parish Priest (if Catholic; otherwise another Character Referee)

Name: _____

Parish: _____

Address: _____

Telephone: _____ Mobile: _____

Parish: _____

Prior to appointment, you will be required to submit the undermentioned documents.

If these are already available, please submit them with your application.

- Any Certificates to support your application
- Any written references
- Federal Crimtrac Police Clearance from the Department of Education
- Working with Children Clearance
- Any name change documentation

SIGNATURE OF APPLICANT: _____

DATE: _____