

## INSTRUCTIONS & APPLICANT CHECKLIST

- You must **complete ALL Sections** in this application form; partially completed applications and/or applications without full supporting documents will **NOT** be processed.
- Applications must be emailed [cqall@arm.catholic.edu.au](mailto:cqall@arm.catholic.edu.au) in **pdf format only**
- All applications will be handled confidentially and it may take several weeks for the assessment of the application to be finalised.
- Supporting documents required to complete this application. **You are required to submit originals (which will be returned) or photocopies which have been verified as true copies of the original by one the following:**
  - An authorised representative of the Catholic Schools Office, Armidale, or
  - A Principal of an Armidale Diocesan School, or
  - A Justice of the Peace.

<b>Qualifications</b>	<input type="checkbox"/> <b>Official</b> University Final Transcript of Academic Results indicating eligibility for the award/s <input type="checkbox"/> Religious Education Qualifications ( <i>if applicable</i> ) <input type="checkbox"/> Other Degrees, Diplomas or Certificates including First-Aid Certificate ( <i>if applicable</i> )
	70 points # <input type="checkbox"/> Current passport <b>OR</b> full birth certificate <b>OR</b> Citizen Certificate <b># Only one document for the 70 point list can be used</b> 40 points <input type="checkbox"/> Current driver photo licence issued by an Australian state or territory <input type="checkbox"/> Identification card issued to a student at a tertiary education institution <b>The first item used from this list is worth 40 points, any additional items used are worth only 25 points each</b> 35 Points <input type="checkbox"/> A mortgage or other instrument of security held by a financial body <input type="checkbox"/> Council rates notice <input type="checkbox"/> Land Titles Office record 25 Points <input type="checkbox"/> *Current credit card or account card from a bank, building society or credit union <input type="checkbox"/> *Current telephone, water, gas or electricity bill <input type="checkbox"/> Foreign driver's licence <input type="checkbox"/> Medicare Card <input type="checkbox"/> Lease/rent agreement <b>OR</b> rent receipt from a licensed real estate agent <b>* If you wish to use more than one of these documents they must be from different organisations.</b>
<b>Additional Identification Requirements</b>	<input type="checkbox"/> For nonresidents – a certified copy of your passport must supplied <input type="checkbox"/> Marriage Certificate or Change of Name Certificate (if <b>any</b> documents are submitted in a previous name) <input type="checkbox"/> Evidence of residency status e.g.: naturalisation certificate (if applicable)
<b>Additional Documentation</b>	<input type="checkbox"/> <b>ALL</b> Professional Experience Reports ( <i>Beginning Teachers only</i> ) <input type="checkbox"/> Statement of Eligibility from NESA <input type="checkbox"/> Official transcripts relating to English Language proficiency IELTS, PEAT or ISLPR (if applicable)
<b>Statement(s) of Service</b>	<b>MUST</b> include the following details. <b>Please note that statements of service that do not have the following details cannot be used for determining your salary.</b> <ol style="list-style-type: none"> <li>Commencement Dates</li> <li>Termination Dates</li> <li>Whether service was Full-time or Part-Time or Casual</li> <li>For Part-Time or Casual details of hours/days worked</li> <li>Must be on letterhead</li> <li>Periods of leave without pay (if no leave without pay has been taken the statement of service <b>must</b> indicate Nil/Zero leave without pay taken)</li> </ol> <b>Please note - You do not need to provide statements of service for service with an Armidale Diocesan School.</b>
<b>Recognition of Previous Service</b>	For more information and an application refer to <a href="https://arm.catholic.edu.au/wp-content/uploads/2018/10/Guidelines-for-Recognition-of-Previous-Service-Teachers-Standards-v4.0.8.2018_form_sec.pdf">https://arm.catholic.edu.au/wp-content/uploads/2018/10/Guidelines-for-Recognition-of-Previous-Service-Teachers-Standards-v4.0.8.2018_form_sec.pdf</a>



# Application for a Teaching Position

McCarthy Catholic College  
Tribe Street  
Tamworth NSW 2340  
Email:  
[caall@arm.catholic.edu.au](mailto:caall@arm.catholic.edu.au)

## SECTION 1: APPLICATION *(Choose one only)*

This application is for;

an advertised position      Position Title: \_\_\_\_\_

School Name & Town: \_\_\_\_\_

Forward this application to the address given in the advertisement or information package

general employment opportunities (casual employment)

Email this application to:      [jobs@arm.catholic.edu.au](mailto:jobs@arm.catholic.edu.au)

## SECTION 2: PERSONAL DETAILS (All fields MUST be completed)

Title (Mr Mrs Ms Miss Dr):	<b>Previous Names <i>(please list all):</i></b>
Surname:	Surname/s:
First Name:	First Name/s:
Middle Name/s:	Middle name/s:
Religion:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Marital Status:	
Phone:	
Mobile:	
Email:	
Date of Birth:	
Place of Birth: <small>(City, State, Country)</small>	Australian Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No
	If NO, Visa Status:
	Country of Citizenship:
Are you of Aboriginal or Torres Strait Islander origin?	
<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal & Torres Strait Islander	

## SECTION 3: LOCATION PREFERRED (please number if more than one location is preferred)

	Armidale		Barraba		Boggabri		Glen Innes		Gunnedah
	Guyra		Inverell		Manilla		Moree		Mungindi
	Narrabri		Quirindi		Tamworth		Tenterfield		Uralla
	Walcha		Walgett		Warialda		Wee Waa		

**SECTION 4: NSW EDUCATION STANDARDS AUTHORITY (NESA)**

All NSW teachers are required to be accredited with NESA, for more information go to <https://www.educationstandards.nsw.edu.au>

If you are on a **Leave of Absence** from NESA you are required to contact NESA to reactivate your registration, as teachers on a **Leave of Absence** are not permitted to teach.

Teachers registered with the teacher registration authorities of other States and Territories in Australia may be eligible to have their registration recognised by NESA (time frames apply). Information about accreditation is on the NESA website <https://www.educationstandards.nsw.edu.au>

My Accreditation Number is:			
My accreditation level is:	<input type="checkbox"/> Conditional	<input type="checkbox"/> Provisional	
<input type="checkbox"/> Proficient Teacher	<input type="checkbox"/> Highly Accomplished Teacher	<input type="checkbox"/> Leader Teacher	

**SECTION 5: RELIGIOUS EDUCATION QUALIFICATIONS (certified copies must be provided with this application)**

Institution	Years Attended	Qualification Gained	Date Awarded

**SECTION 6: WORKING WITH CHILDREN CHECK NUMBER**

For employment that involves child-related work you must fulfil **NSW child protection requirements and be cleared for child-related work**. You can apply for the new WWCC here: [www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check](http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check)

WWC	Expiry Date:
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**SECTION 7: TERTIARY EDUCATION & RELEVANT TRAINING (certified copies must be provided with this application)****TERTIARY EDUCATION**

Institution	Years Attended	Award Conferred	Date Conferred

**ANY OTHER SIGNIFICANT, RECENT AND RELEVANT PROFESSIONAL DEVELOPMENT**

Institution	Years Attended	Qualification Gained	Date

**SECTION 8: FULL EMPLOYMENT RECORD (Teaching & Non-teaching)**

You must include a **full employment history** including any employment gaps and provide reason for the gap/s (eg; unemployment, travelling overseas, child rearing etc) from the most recent to the date of your first employment. You may be eligible to apply for credit for the recognition of previous service (including teaching in Australian and overseas schools and child rearing) please refer to [https://arm.catholic.edu.au/wp-content/uploads/2018/10/Guidelines-for-Recognition-of-Previous-Service-Teachers-Standards-v4.0.8.2018\\_form\\_sec.pdf](https://arm.catholic.edu.au/wp-content/uploads/2018/10/Guidelines-for-Recognition-of-Previous-Service-Teachers-Standards-v4.0.8.2018_form_sec.pdf) for more information.

<b>Occupation/Position</b>	<b>Employer</b>	<b>From - DD/MM/YY</b>	<b>To - DD/MM/YY</b>	<b>Reason for Leaving</b>

**SECTION 9: NOMINATED REFEREES**

It is the policy of the CSO for applicants to provide the names and contact details of at least three referees, one of whom should be your Parish Priest. **Please note that the Catholic Schools Office reserves the right to contact any previous employer other than the referees nominated below.**

<i>MOST RECENT PRINCIPAL or EMPLOYER</i>	
Name:	Position:
Organisation:	
Phone:	Mobile:
Email:	

<i>OTHER PROFESSIONAL REFEREE</i>	
Name:	Position:
Organisation:	
Phone:	Mobile:
Email:	

<i>PARISH PRIEST or MINISTER or ANOTHER SIGNIFICANT PERSON</i>	
Name:	Position:
Organisation:	
Phone:	Mobile:
Email:	

**SECTION 10: BACKGROUND CHECKING**

You are applying for child-related employment and there is a range of background checking requirements. Prohibited persons are not eligible to apply.

1. Have you ever been barred from child related work?  Yes  No

If yes, please provide details.
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2. Have you ever been convicted of an offence that would **bar** you from child related work?  Yes  No

*Specified in Schedule 2 of the Child Protection (Working With Children) Act 2012, available on [Fact Sheet Disqualifying offences \(Schedule 2\)](http://www.kidsguardian.nsw.gov.au/Working-with-children/Working-With-Children-Check/Resources) at <http://www.kidsguardian.nsw.gov.au/Working-with-children/Working-With-Children-Check/Resources>*

If yes, please provide details.
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3. Are you currently subject to any criminal proceedings that if proven would **bar** you from child related work?  Yes  No

If yes, please provide brief details.
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4. Have you **ever worked in NSW**?  Yes  No

**If you answered yes**, have you ever been subject to an allegation of 'reportable conduct' (sexual offence/misconduct, assault, ill treatment, neglect or psychological harm of a child)?  Yes  No

If yes, please provide brief details.

5. Have you **ever been or worked outside of NSW**?  Yes  No

**If you answered yes**, have you ever been the subject of a serious allegations regarding harm to a child that resulted in notification to a statutory authority under the local child protection legislation?  Yes  No

If yes, please provide brief details.

6. Are you aware of any reason or concern, held by another person, which may make you unsuitable to work in child related employment?  Yes  No

If yes, please provide brief details.

7. Have you ever been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm?  Yes  No

If yes, please provide brief details.

8. Have you ever been convicted of any criminal offence?  Yes  No

If yes, please provide brief details, including dates.

9. Have you ever been the subject of an allegation of workplace misconduct that was the subject of an investigation?  Yes  No

If yes, please provide brief details, including dates.

10. During the last 5 years have you ever been the subject of performance management / performance counselling / performance improvement plan and/or disciplinary proceedings in relation to your employment?  Yes  No

If yes, please provide details.

**If you answered Yes**, have you ever been suspended, dismissed or asked to resign from your position?  Yes  No

If yes, please provide details.

11. During the last 5 years have you ever been subject to disciplinary proceedings in relation to your employment?  Yes  No

If yes, please provide details.

- If you answered Yes**, have you ever been suspended, dismissed or asked to resign from your position?  Yes  No

If yes, please provide details.

12. Have you ever had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled or suspended or withdrawn in Australia or any other country?  Yes  No

13. Have you ever been refused registration, accreditation, licensing, or classification as a teacher in Australia or any other country?  Yes  No

14. Do you have any illness, injury, chronic condition, psychological/emotional condition, or requirement for regular medication that may impact on your capacity to carry out the full requirements of the position for which you are applying, or that may be aggravated or worsened by the duties of the position?  Yes  No

If yes, please provide details.

15. Have you in the last 3 years had 10 or more consecutive days leave for sickness that may be relevant when considering your application?  Yes  No

If yes, please provide details, including dates.

16. Do you have any significant vision, voice or hearing loss or impairment that may impact on your capacity to carry out the full requirements of the position for which you are applying, or that may be aggravated or worsened by the duties of the position?  Yes  No

If yes, please provide details, including dates.

17. Have you ever been a recipient of worker's compensation payments or benefits (wages, medical expenses or injury lump sum compensation)?  Yes  No

If **yes**, please provide details, including date of injury, type of injury, time off work, restrictions/limitations due to injury, employer etc.

18. Have you ever been rejected or deferred as medically unfit for employment or medically retired from employment?  Yes  No

If yes, please provide details, including dates.

19. Is there any other information regarding your health history that may need to be known when considering your application for employment?  Yes  No

If yes, please provide details.

**SECTION 11: DECLARATION BY APPLICANT (you must print this application form to sign and date this section)**

Employment in a system of schools is child-related employment. By submitting this application, I am agreeing that there is no reason for the employer to believe I am not suitable to work in child related employment. If any information not disclosed in this application is brought to the attention of the employer, my application may be reviewed and/or employment may be terminated.

In addition, I certify that the information provided in this application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of my application and/or termination of employment.

I understand that if further medical information is required I may be asked to give written authorisation for the Catholic Schools Office to seek relevant medical information. I acknowledge that any willful suppression or inaccuracies may result in non-acceptance of this application and/or termination of employment. I am aware that I may be required to undergo a medical examination by a practitioner nominated by the Catholic Schools Office prior to being offered employment. If this is requested and it is determined that I do not meet the requirements of the position on medical grounds, then the appointment may not proceed.

I understand that the Catholic Schools Office reserves the right to contact any previous employer and/or internship /practicum supervisor other than the nominated referees provided.

I have no objections to any past or current referees being required to furnish a confidential report on my performance. I am aware that background checking processes will be conducted and the existence of a criminal record or other relevant record may affect my employment prospects.

I agree to the Catholic Schools Office communicating with me by email or other electronic means and am responsible for keeping the Catholic Schools Office updated on any change of email, phone number/s and/or postal address.

I acknowledge that I have read the documents listed below. I agree to support the philosophy, policies, practices and procedures of the Diocese of Armidale.

- [Employment Collection Notice](#)
- [Bishop’s Commission for Catholic Schools – Framework for the Accreditation of Staff in Catholic Schools](#)
- [Code for Professional Conduct in the Protection of Children and Young People](#)
- [Fair Work Information Sheet](#)
- [Guidelines for the Recognition of Previous Service for Teachers – Standards Classification](#)

All of the above documents are available on the CSO website <https://arm.catholic.edu.au/employment/employment-documents/>

<b>Applicant’s Name:</b>	
<b>Applicant’s Signature:</b>	
<b>Date:</b>	