

**TEACHING APPLICATION FORM**

**INSTRUCTIONS FOR APPLICANTS**

Applicants for a teaching position at Corpus Christi College, Bateman, are asked to include the following information as part of their application:

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

For confidential enquiries, please contact Human Resource Officer, Belinda Hermawan: +61 (08) 6332 2500.

**Applications should be marked ‘Confidential’, addressed to the Principal, and emailed to the HR Officer, Belinda Hermawan, at** [employment@corpus.wa.edu.au](mailto:employment@corpus.wa.edu.au)

## CORPUS CHRISTI COLLEGE

## APPLICATION FOR TEACHING POSITION

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| **Name of applicant** |  |
| **Position applied for** |  |

1. Please fill in ALL sections of this form even if you wish to attach a Curriculum Vitae.

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

3. The Catholic Education of Western Australia (CEWA) policy on Appointment of Staff (available at [www.ceo.wa.edu.au](http://internet.ceo.wa.edu.au/AboutUs/Governance/Policies/Documents/Stewardship/Policy%202C6%20Appointment%20of%20Staff%20in%20Catholic%20Schools.pdf)) applies to all Catholic Schools in Western Australia.

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

5. Applicants will be expected to uphold the Catholic ethos of the College.

6. In accordance with regulations for employee screening, it is necessary for all new teaching staff in Catholic Schools to obtain a Working With Children Check, as well as be financially registered under the Teacher Registration Board (TRBWA) before commencing their duties.

7. In applying for this position you will be providing Corpus Christi College with personal information. We can be contacted at:   
PO Box 279 Willetton WA 6955  
Telephone: +61 (08) 6332 2500 Fax: +61 (08) 9310 5648   
Email HR Officer: employment@corpus.wa.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, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

10. We will not disclose this information to a third party without your consent.

11. 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.

12. The College follows the Disputes and Complaints Resolution policy approved by the Catholic Education of Western Australia (CEWA). A copy of this is available upon request.

**1. PERSONAL INFORMATION**

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| --- | --- | --- | --- | --- |
| **Title** |  | | | |
| **Surname** |  | | | |
| **Christian names** |  | | | |
| **Home address** |  | | | |
| **Postal address** |  | | | |
| **Email** |  | | | |
| **Mobile phone** |  | | | |
| **Current employer** |  | | | |
| **Current position** |  | | | |
| **Nationality** |  | | | |
| Nb. If you are not an Australian citizen, proof of residency and permission to work in Australia will be required | | | | |
| **Religion** |  | | | |
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| **Teacher Registration Board WA current membership** | | | | |
| **Number** |  | **Expiry** | |  |
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| **State of health** |  | | | |
| **Do you have any medical condition that to the best of your knowledge could affect your ability to fulfil your role at Corpus Christi College?** | | | Yes No | |
| **If yes, please provide details** |  | | | |
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| **Have you ever been convicted in a court of law for anything other than for a traffic offence?** | | | Yes No | |

**2. QUALIFICATIONS**

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| **Tertiary Education Qualifications (including those for Religious Education)** | | | |
| **Qualification** | **Years attended** | **Institution** | **Major** |
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| **Other Qualifications (including those for Religious Education)** | | | |
| **Qualification** | **Years attended** | **Institution** | **Major** |
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| **Catholic School Accreditation** | | | |
| **Do you possess Accreditation for Leadership of the Religious Learning Area?** | | | Yes No |
| **Date awarded** |  | **Expiry** |  |

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| **Professional Development** | | |
| Provide details of courses, conferences, and seminars attended within the past three years relevant to the advertised position | | |
| **Course/Conference** | **Date attended** | **Location** |
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1. **WORK EXPERIENCE**

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| **Teaching Experience (including Religious Education)** | | | |
| **Total full years of teaching experience** | |  | |
| **Subjects** | Include year level | | |
| **School** |  | **Dates** |  |
| **Subjects** |  | | |
| **School** |  | **Dates** |  |
| **Subjects** |  | | |
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| **Administrative Experience** | | | | |
| **Position** |  | | **Dates** |  |
| **Employer** | |  | | |
| **Duties/Responsibilities** | |  | | |
| **Position** |  | | **Dates** |  |
| **Employer** | |  | | |
| **Duties/Responsibilities** | |  | | |
| **Position** |  | | **Dates** |  |
| **Employer** | |  | | |
| **Duties/Responsibilities** | |  | | |
| **Position** |  | | **Dates** |  |
| **Employer** | |  | | |
| **Duties/Responsibilities** | |  | | |
| **Position** |  | | **Dates** |  |
| **Employer** | |  | | |
| **Duties/Responsibilities** | |  | | |
| **Position** |  | | **Dates** |  |
| **Employer** | |  | | |
| **Duties/Responsibilities** | |  | | |

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| **Parish or Community Involvement** | | | | |
| **Position** |  | | **Dates** |  |
| **Parish/Organisation** | |  | | |
| **Activity/Ministry** | |  | | |
| **Position** |  | | **Dates** |  |
| **Parish/Organisation** | |  | | |
| **Activity/Ministry** | |  | | |
| **Position** |  | | **Dates** |  |
| **Parish/Organisation** | |  | | |
| **Activity/Ministry** | |  | | |
| **Position** |  | | **Dates** |  |
| **Parish/Organisation** | |  | | |
| **Activity/Ministry** | |  | | |
| **Position** |  | | **Dates** |  |
| **Parish/Organisation** | |  | | |
| **Activity/Ministry** | |  | | |

**4. OTHER EXPERIENCE**

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| **Membership of Professional Associations** | | |
| **Professional Association** | **Position** | **Year(s)** |
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| **Awards and Achievements** | | |
| **Award/Achievement** | **Organisation/Association** | **Year** |
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| **Extra-Curricular Involvement** | | |
| Please specify any particular expertise or interest you may have had in the area of extra-curriculum outside of school hours, including campus ministry activities, sports coaching, speech and drama qualifications, music or art involvement, second language, or other activities or achievements. | | |
| **Activity** | **Organisation/Association** | **Year(s)** |
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| **Technology Skills** |
| Corpus Christi College is a learning environment where the majority of administration tasks are completed electronically and where documents are exchanged and stored electronically.  Give examples of ways in which you have integrated ICT into the various aspects of the role you are currently employed. |
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**5. REFEREES**

Please provide the information of those who have consented to act as referees. Please note the Principal reserves the right to contact persons not nominated by the applicant.

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| **Parish Priest** | | | |
| **Name** |  | | |
| **Parish** |  | | |
| **Address** |  | | |
| **Mobile** |  | **Parish Telephone** |  |

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| **Professional Referee 1 (a person with whom you are currently working)** | | | |
| **Name** |  | | |
| **Position** |  | | |
| **School** |  | | |
| **Mobile** |  | **Business Telephone** |  |

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| **Professional Referee Alternative** | | | | |
| If you do not wish to nominate your current employer (or someone with whom you work at your current employer), please outline your reasons and nominate an alternate referee with whom you have recently worked | | | | |
| **Reason for Alternative** | |  | | |
| **Name** |  | | | |
| **Position** |  | | | |
| **School** |  | | | |
| **Mobile** |  | | **Business Telephone** |  |

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| **Professional Referee 2** | | | |
| **Name** |  | | |
| **Position** |  | | |
| **School** |  | | |
| **Mobile** |  | **Business Telephone** |  |

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| **Professional Referee 3** | | | |
| **Name** |  | | |
| **Position** |  | | |
| **School** |  | | |
| **Mobile** |  | **Business Telephone** |  |

**6. STATEMENT**

Corpus Christi College requires appointees to successfully undertake their duties under the following five key components of leadership:

1. Catholic Identity
2. Education
3. Innovation and Change
4. Stewardship
5. Community focus

For each of these five key components of leadership, please outline your beliefs and values, the educational philosophy you uphold, as well as the initiatives in which you have been involved. Please also detail the manner in which you believe you could contribute to Corpus Christi College in each of these aspects of the life of the College.

Please limit your response to this section to no more than five pages. **Attach your statement to this application.**

**7. DECLARATION**

Prior to appointment, you will be required to submit current documentation, including the following:

1. Academic qualifications
2. Teacher registration showing financial status
3. Accreditation Certificate/s
4. Working With Children Check

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| **Signed** |  | **Date** |