



MaristCollege
Canberra

APPLICATION FORM CASUAL RELIEF SUPPORT STAFF

Thank you for your expression of interest in Casual Relief Support (Non-teaching) at Marist College Canberra. Please complete this form and return it to:

Assistant Head of School - Staff
Marist College Canberra
PO Box 727
MAWSON ACT 2607
or fax to (02) 6298 7250
or email to: HR@mcc.act.edu.au

Ph: (02) 62987262

AREA OF INTEREST

(eg. Administration, Grounds, Teacher Assistant)

PERSONAL AND PROFESSIONAL DETAILS

PLEASE PRINT

Surname	
Previous Surname (if applicable)	
Title (ie Mr/Mrs/Ms/Miss ...)	
Given Names	
Religion	
Date of Birth	
Residential Address - Street	
Suburb/ Town	
Post Code	
Mailing Address - Street	
Suburb/ Town	
Post Code	
Phone Number	
Mobile	
Email	

Qualifications

(Please include certified copies with your application and bring the originals to interview)

Institution	Years Attended	Award Conferred	Date Conferred

Summary of Employment History

(Please list positions in order, beginning with the most recent.
You may expand on this on a separate sheet.)

Employer	Position Held	Full-time or Part-time	Comm. Date	Term. Date

WORKING WITH VULNERABLE PEOPLE REGISTRATION

All staff employed in ACT schools are required to hold Working with Vulnerable People Registration.
You will be required to show your Registration Card at interview or before commencing employment.

Information regarding WWVP Registration is available from: <http://www.ors.act.gov.au>.

Working with Vulnerable People Registration Number:		Expiry date	
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Community Involvement

Describe any way you have been involved in activities associated with parish and/or community:

General State of Health

Are you suffering any health condition that would preclude or prevent you from carrying out the inherent requirements of the position?

If yes, is there anything we need to know, as an employer, in regard to managing the condition/s?

Professional Associations

List any professional associations of which you are a member:

Other

List any other information you would like us to know:

Referees

- I give consent to the following referees being contacted in regard to my application.
- I give consent to additional referees being contacted to assist with the processing of this application.

1. Parish Priest or Minister (if applicable)

Name	
Address	
Business Phone	
A/H Phone	
Mobile	
Email	

2. Most Recent Employer

Name	
Address	
Business Phone	
A/H Phone	
Mobile	
Email	

3. Professional Colleague or Past Employer

Name	
Address	
Business Phone	
A/H Phone	
Mobile	
Email	

4. Professional Colleague – Immediate Supervisor

Name	
Address	
Business Phone	
A/H Phone	
Mobile	
Email	

Declaration

Please read carefully and sign.

I declare that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

I am willing to support the Catholic and particular Marist ethos of the College.

I am eligible for child-related employment and consent to a screening check being undertaken.

Signature: _____ Date: _____

EMPLOYMENT COLLECTION NOTICE

The *Privacy Amendment (Private Sector) Act 2000* came into effect on 21 December 2001. The Act regulates the way private sector organisations collect, use, keep, secure and disclose personal information. The following *Employment Collection Notice* relates to the purposes for collection of personal information.

1. In applying for this position you will be providing Marist College Canberra with personal information. We can be contacted on telephone number (02) 6286 7000.
2. 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.
3. You agree that we may store this information for six (6) months.
4. 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.
5. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations: Catholic Education Office, Catholic Education Commission and the Catholic Commission for Employment Relations.
6. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an AVO, and certain criminal offences under Child Protection laws.
7. 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 six (6) months.

DOCUMENT CHECK

Listed below are the documents required to complete this application.

Originals of documents will be required for sighting at interview.

Please tick that copies are attached:

- Evidence of change of name (if applicable)
- Final academic transcript for qualification showing eligibility for the award and including front and back of the original transcript for descriptive or explanatory information.
- Evidence of other training (if applicable)
- Other Degrees, Diplomas or Certificates
- Final transcripts for other Degrees, Diplomas or Certificates showing eligibility for the award and including front and back of the original transcript for descriptive or explanatory information.

For applicants whose first language is not English:

- Results in an English Language test (if applicable).

For overseas trained applicants

- Passport and visa