



MaristCollege
Canberra

APPLICATION FORM CASUAL RELIEF TEACHING

*An electronic version of this form is available in the Employment section of the College website:
www.maristc.act.edu.au*

PERSONAL AND PROFESSIONAL DETAILS

Surname			
Title (ie Mr/Mrs/Ms/Miss/Dr ...)			
Given Names			
Religion		Date of Birth	
Residential Address - Street			
Suburb/ Town		Post Code	
Mailing Address - Street			
Suburb/ Town		Post Code	
Phone Number			
Mobile			
Email			
Name of Next of Kin		Relationship	
Contact details of Next of Kin			

Are you presently employed? If Yes, give details.

What subjects and grade levels you are qualified or experienced in teaching?

Junior / Primary School	Senior / Secondary School

Please indicate day(s) on which you are available for employment:

Monday	Tuesday	Wednesday	Thursday	Friday

QUALIFICATIONS

Institution	Qualification	Major Subject Areas	Date Conferred

RELIGIOUS EDUCATION TRAINING

Are you RE Accredited? If so, in which Archdiocese?

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SUMMARY OF TEACHING HISTORY Begin with the most recent.

School	Position Held	Full Time Equivalent	Comm. Date	Term. Date

What is your philosophy of education?

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What contributions have you made or envisage making to the Catholic Education System?

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You may wish to comment on positions of responsibility you have held.

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Reason for leaving your previous employment?

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Other Information: List significant skills eg. Outdoor education, theatre performance/production, photography etc

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TEACHER QUALITY INSTITUTE / WORKING WITH VULNERABLE PEOPLE REGISTRATION

All teachers employed in ACT schools need to register with the ACT Teacher Quality Institute, and hold Working with Vulnerable People Registration.

You will be required to show your Registration Cards for both of these at interview or before commencing employment.

Teachers registered with the teacher registration authorities of other States and Territories in Australia are eligible to have their registration recognized by the ACT Teacher Quality Institute, and are required to apply for registration with the ACT Teacher Quality Institute to gain this. Please refer to the Institute's website: www.tqi.act.edu.au. Information regarding WWVP Registration is available from: <http://www.ors.act.gov.au>.

TQI Registration Number:		Expiry date	
Working with Vulnerable People Registration Number:		Expiry date	

REFEREES

Please give the details of three persons to which reference may be made in regard to character and professional competence. One of these should ordinarily be from your present Principal or employer, and another may be from your Priest or Minister, if appropriate.

Name	
Organisation/School	
Contact Number	

Name	
Organisation/School	
Contact Number	

Name	
Organisation/School	
Contact Number	

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 have read *Teaching in Catholic Schools – a Statement of Principles*, I concur with its content and agree to support the objectives outlined.

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

Signature: _____ Date: _____

Please complete this form and return it to:

Assistant Head of School - Staff
Marist College Canberra
PO Box 727
MAWSON ACT 2607

or faxed to (02) 6298 7250
or emailed to: HR@mcc.act.edu.au

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.