**APPLICATION FORM**

**Assistant Principal**

**Mission and Community**



**St Edmund’s College**

**IPSWICH QLD**

Return ‘Confidential’ to:

The Principal

St Edmund’s College

Post: PO Box 2343

North Ipswich QLD 4305

Email: [secmail@sec.qld.edu.au](mailto:recruitment@erea.edu.au)

Employment Collection Notice

1. In applying for this position you will be providing St Edmund’s College, on behalf of Edmund Rice Education Australia (EREA), with personal information.
2. If you provide St Edmund’s College with personal information, for example your name and address or information contained on your resume, St Edmund’s College will collect the information in order to assess your application.
3. St Edmund’s College may keep this information on file if your application is unsuccessful in case another position becomes available. We will not disclose this information to a third party without your consent.
4. You may seek access to your personal information held by St Edmund’s College if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. This information will be provided to the interview panel for the position for which you are applying.
6. If you provide St Edmund’s College with the personal information of others, we encourage you to inform them that you are disclosing that information and why; that they can access that information if they wish; that St Edmund’s College does not usually disclose the information to third parties.

# PERSONAL INFORMATION

|  |  |
| --- | --- |
| **Surname:** |  |
| **Christian Names:** |  |
| **Home Address:** |  |
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| **Home Telephone:** |  |
| **Mobile Phone:** |  |
| **Email Address:** |  |
| **Present Position:** |  |
| **Name of school/office at which you are currently employed:** |  |
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| **Address:** |  |
|  |
| **Telephone:** |  |
| **Email and**  **Postal addresses**  **for communication with respect to this application:** |  |
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**REFEREES**

Names and addresses of **three** persons who have consented to act as referees and who have been approached to provide references.

*NB. The Principal of St Edmund’s College reserves the right to contact persons not nominated by the applicant.*

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| --- | --- |
| Supervisor *(EREA Regional Director, Diocesan Principals’ Consultant, Principal or equivalent)* | |
| **Name** |  |
| **Position** |  |
| **Location** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |

*If you do not want the person nominated in 1.1 to be contacted, please outline your reasons and nominate as a referee a previous employer / supervisor or another person to whom you have been responsible in your employment.*

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| **Reason** |  |
|  |
| Alternative to 1.1 | |
| **Name** |  |
| **Position** |  |
| **Location** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |

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| Professional Colleague*(In the case of a Deputy Principal or equivalent, this Reference Check must be completed by your current Principal. In the case of a person currently in a Principal/Headmaster position, this Reference Check is to be completed by another senior professional colleague.)* | |
| **Name** |  |
| **Position** |  |
| **Location** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |

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| --- | --- |
| Professional Colleague | |
| **Name** |  |
| **Position** |  |
| **Location** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |

# QUALIFICATIONS

## Tertiary Education Qualifications (including those for Religious Education)

*Please list from most recent.*

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| --- | --- | --- | --- |
| **Years attended**  (Most recent) |  | **Years attended** |  |
| **Institution** |  | **Institution** |  |
| **Qualifications** |  | **Qualifications** |  |
|  |  |  |
| **Major area/s Study** |  | **Major area/s Study** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Years attended** |  | **Years attended** |  |
| **Institution** |  | **Institution** |  |
| **Qualifications** |  | **Qualifications** |  |
|  |  |  |
| **Major area/s Study** |  | **Major area/s Study** |  |

***Please attach copies of academic transcripts.***

## Other Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Years attended** |  | **Years attended** |  |
| **Institution** |  | **Institution** |  |
| **Qualifications** |  | **Qualifications** |  |
|  |  |  |
| **Major area/s Study** |  | **Major area/s Study** |  |

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| --- | --- | --- | --- |
| **Years attended** |  | **Years attended** |  |
| **Institution** |  | **Institution** |  |
| **Qualifications** |  | **Qualifications** |  |
|  |  |  |
| **Major area/s Study** |  | **Major area/s Study** |  |

## Relevant Personal Professional Development

*Give details of courses, conferences, and seminars attended within the past three years that relate to this position. Please list:*

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## Membership of Professional Organisations

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| --- | --- | --- | --- |
| **Name of Teacher Registration**  **Organisation** |  | | |
| **Teacher Registration Number** |  | **Expiry Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Working with Children Number**  **(if applicable)** |  | **Expiry Date** |  |

*Please list Professional Organisations below:*

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# EXPERIENCE

## Teaching Experience (including Religious Education)

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| --- | --- | --- |
| **Years *(from most recent)*** | **Name of College/Organisation** | **Subjects taught** |
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## Leadership Experience

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| --- | --- | --- |
| **Years *(from most recent)*** | **Name of College/Organisation** | **Positions held** |
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1. **SELECTION CRITERIA**

The Selection Criteria should be addressed in no more than TWO x A4 pages and attached to this application along with additional relevant information.

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

**NB. The preferred applicant will be required to sign an Employment Screening Declaration prior to any appointment being finalised.**