



Our Lady of the Sacred Heart Catholic College

P.O. Box 2508 Alice Springs N.T. 0871. Tel: (08) 8950 6400

APPLICATION FOR APPOINTMENT AS TEACHER

Return to: The Principal
Our Lady of the Sacred Heart
Catholic College
PO Box 2508
Alice Springs NT 0871

Position Reference: _____

Name: _____ **Mr. Miss Mrs. Ms. Dr.** _____

Previous surname (if applicable): _____

Date of Birth: _____ **Place:** _____

Home Address: _____ **Telephone:** _____

_____ **Mobile Phone:** _____

Postal Address: _____

Email Address: _____

Religion: _____ **Marital Status:** _____

Residential Status: ☐ Australian Citizen (Go to Nationality) ☐ Resident

☐ Overseas **Date of Arrival:** _____

Nationality _____

Passport Number: _____
(If applicable)

Visa No: (if applicable) _____
(Copy to be attached)

Next of Kin: _____

Relationship: _____

Telephone: _____

Allergies/Diet Requirements: _____

Teaching and Other Tertiary Qualifications

Course Name & Duration	Name of Institution	Date Commenced	Date Completed
Religious Studies:			

Professional Development

Religious Education	Other Curriculum Areas
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)

History of Employment as a Teacher (statement(s) of service required)

State: School	Dates: Years/Months	Position held eg Yr 4, 5	Fractional Time

Other Significant Employment Experience

Job Description eg Builder's Labourer	Dates Feb-Dec 98	Location Tamworth NSW	Firm Smith & Taylor

Long Service Leave (from Catholic School only)

L.S.L. Taken	From	To	No. of Weeks	Employer

Teacher Registration and Working with Children Clearance (Ochre Card)

(Please attach photocopy of both current registrations) Please note that employment cannot proceed until a valid and current TRB Registration and Working with Children Clearance has been supplied to the College.

Authority	State	Year	Number	Conditions on Registration

References:

Church _____ Phone _____ Position _____

Employer 1 (Curr) _____ Phone _____ Position _____

Employer 2 _____ Phone _____ Position _____

Employer 3 _____ Phone _____ Position _____

Personal _____ Phone _____ Position _____

Date When Free to Commence: _____

At what level do you prefer to teach?
eg Pre-School; Primary; Junior or Senior Secondary _____

Are you aware of expectations of people who work in a Catholic School?
(Refer to attached 'Principles of Employment') _____

Personal History:

Have your services ever been terminated by previous employers? Yes ___ No ___
(If yes, please provide details below)

Disciplinary reasons Yes ___ No ___

Failure/dismissed for poor performance Yes ___ No ___

Failure in probation - Yes ___ No ___

Have you ever been convicted in a Court of Law for an offence other than a traffic offence?

Yes ___ No ___

If yes, please give details (attach explanation if necessary).

Disclosure of Information:

All applicants for teaching positions and/or positions involving ongoing student contact are advised that it is their responsibility to provide with their applications any information which may be relevant to the employer's decision as to whether to offer employment. Failure to provide complete, accurate information may result in dismissal. Such information should include:

- details of teaching/professional and other qualifications and experience
- details of any medical condition which may affect appointment or deployment. Please note that the College can request a medical assessment be completed as a condition of employment.
- details of any circumstances which may prevent taking up an appointment in any location within the Northern Territory
- details of any relevant criminal convictions *

Applicants are further advised that the Catholic Education Office (NT), as a part of the usual recruitment process, does contact the applicants' past employers as listed in the application presented, to verify information provided. It is a condition of employment that applicants sign a consent for authority to release relevant criminal convictions through a Police check.

I declare that, to the best of my knowledge, the information given on this application form is correct.

Date: _____

Signature: _____

*Note that you are **not** required to provide any information that is 'irrelevant criminal record' under the Anti-Discrimination Act or any spent convictions under the Crimes Act.

Principles of Employment in Northern Territory Catholic Schools

1 Introduction

- 1.1 The Catholic school supports the family in helping children to develop fully to their unique personal potential. This development is best promoted in a wholly Christian context where due regard is paid to spiritual and temporal needs allowing for the action of the Holy Spirit.
- 1.2 By taking a position in Catholic education teachers accept an invitation to be deeply involved in the mission of the Church. In addition, teachers are expected to be leaders within the school and to lead through the example of their professional and personal lives.
- 1.3 All staff in Catholic schools are expected to make positive contributions to the development of a Christian community in Catholic schools. Staff should not accept employment in Catholic education unless they can support the aims and philosophy of the school.
- 1.4 All staff in Catholic schools have pastoral and professional responsibilities. They can best discharge their pastoral responsibilities by being examples of the Christian virtues for their students. Their professional responsibilities entail a definite commitment to increasing their professional expertise.
- 1.5 Staff in positions of responsibility have a duty to ensure the continued professional and personal development of the members of the school staff. This is best promoted by organising inservice activities to meet the needs of the teachers within the school, and by encouraging teachers to participate in inservice development.

A high priority should be given to activities and courses which lead to personal faith development and to increased competence in the transmission of the Catholic faith and culture.

2 Catholic Ethos

- 2.1 The Independent Education Union and the Catholic Education Office acknowledge that staff need to support actively the Catholic ethos of the schools as defined by Church documents and the Roman Catholic Bishop of Darwin. They acknowledge that Catholic schools in the Diocese are part of the mission of the Church.
- 2.2 Each Catholic school in the Northern Territory is thus more than an educational institution: it is a key part of the mission of the Church. Consequently each teacher or school officer is more than an employee: she or he ministers in the name of the Church.
- 2.3 The Independent Education Union and the Catholic Education Office therefore agree that each teacher and school officer has an indispensable role to play in supporting the mission and goals of the schools as a Catholic school.
- 2.4 The Independent Education Union and the Catholic Education Office agree that it is reasonable to expect that all those directly concerned with the care of students in each Northern Territory school will continue to:
 - 2.4.1 espouse the Catholic educational philosophy of the school;
 - 2.4.2 see themselves as being in cooperative partnership with parents, pastors and the Catholic community, working towards the achievement of the school's aims;
 - 2.4.3 avoid any personal action that may influence students contrary to the teaching and values of the Catholic Church in whose name they teach and act;
 - 2.4.4 strive by their teaching and example to develop in students an appreciation of Catholic values and teaching.