



# ***Our Lady of the Sacred Heart Catholic College***

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

## **APPLICATION FOR APPOINTMENT Non-Teaching Staff**

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

**Position Reference:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Mr. Miss. Ms. Mrs. 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:** \_\_\_\_\_ **Visa No: (if applicable)** \_\_\_\_\_  
(If applicable) (copy to be attached)

**Next of Kin:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Allergies/Diet Requirements:** \_\_\_\_\_

### Tertiary Qualifications

Course Name & Duration	Name of Institution	Date Commenced	Date Completed

### Professional Development


### History of Employment

Job Title	Dates: Years/Months	Position held

### WWC Registration (Please attach photocopy of Working with Children Card)

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**Please note that employment cannot proceed until a valid and current Working with Children Clearance has been supplied to the College.**

### 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: \_\_\_\_\_

Statement of Good Health: \_\_\_\_\_

\_\_\_\_\_

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

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 ☐

**Disclosure of Information:**

All applicants for positions and/or positions involving ongoing student contact are advised that it is their responsibility to provide with their applications any information which may impinge on their appointment. Such information should include:

- ♦ details of 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 (see proviso hereunder\*)

Applicants are further advised that the College, as part of the usual recruitment process, does contact the applicants past employers as listed in the application presented, to verify information provided. The Catholic Education Office (NT), also requires applicants to obtain a Police check.

I, \_\_\_\_\_, being an applicant for a position involving ongoing student contact have read the above and:

- ♦ understand my obligation to disclose information which may impinge on my appointment/ employment
- ♦ understand a police clearance check is required for the position (please add Principal, OLSH Catholic College, PO Box 2508, Alice Springs to the form for a copy to be supplied to the School).
- ♦ Note that you are not requested to provide any information in answer to the above question in respect of any irrelevant criminal record' under the *Anti-Discrimination Act* or any 'spent convictions' under the *Crimes Act* (copies of the relevant legislation are available on request).

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_  
(please print)

Name of Witness: \_\_\_\_\_ Signature: \_\_\_\_\_  
(please print)

Date: \_\_\_\_\_

Have your services ever been terminated by previous employers? Please provide details.

## 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

- 1.6 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.
- 1.7 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.
- 1.8 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.
- 1.9 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:
  - 1.9.1 espouse the Catholic educational philosophy of the school;
  - 1.9.2 see themselves as being in cooperative partnership with parents, pastors and the Catholic community, working towards the achievement of the school's aims;
  - 1.9.3 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;
  - 1.9.4 strive by their teaching and example to develop in students an appreciation of Catholic values and teaching.