



Diocese of Wagga Wagga Catholic Schools Office



PO Box 1012 (205 Tarcutta St) 2650 | Telephone: (02)6937 0000 | Fax: (02) 6921 2986 | Email: cs-office@ww.catholic.edu.au

EMPLOYMENT COLLECTION NOTICE

In applying for employment in diocesan schools you will be providing the Catholic Schools Office, Diocese of Wagga Wagga with personal information. We can be contacted on the details provided above.

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.

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.

We will not disclose this information to a third party without your consent.

If you are the preferred applicant you will be required to undertake the Working with Children Check, prior to an appointment being made.

If you provide us with personal information of others, we encourage you to inform them that you are disclosing that information to the Catholic Schools Office and why, that they can access that information if they wish, that the Catholic Schools Office does not usually disclose the information to third parties.



Diocese of Wagga Wagga Catholic Schools Office



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APPLICATION FOR A GENERAL EMPLOYEE POSITION

POSITION:

- Classroom and Learning Support Services
- Aboriginal Education Worker

(Please tick the position/s applied for)

- School Administrative Services
- CSO Administrative Assistant

- Assistant Boarding Supervisor

- School Operational Services ie: Tuckshop, Maintenance
(A pre-employment functional assessment will be required before commencing)

- Other:

SCHOOL:

PERSONAL DETAILS:

Name:

(Mr/Mrs/Miss/Ms)

(Surname)

(Christian Names)

Address:

Postcode:

Home Phone:

Mobile Phone:

Email:

Religion:

Country of Birth:

Date of Birth:

Aboriginal/Torres Strait Islander: YES / NO

QUALIFICATIONS: (Please attach copies of qualifications)

Please list schools you would be willing to work at: see list on page 7

QUALIFICATIONS:

Name of Institution	Name of Course	Date completed

EXPERIENCE:

Employer	Occupation	From/To

OTHER PARTICULARS/GENERAL COMMENTS:

DECLARATION:

I have disclosed all relevant information which may influence this application for employment in the Diocese of Wagga Wagga, and declare the details contained in this application to be true and correct.

SIGNATURE OF APPLICANT:

DATE / /

Attachments:

- Evidence of other areas of interest relevant to this position
- Relevant statements of service from previous authorities/employers
- Identification Verification – 100 points provided (see Attachment I) (Photocopies only should be forwarded. Copies certified by a Justice of the Peace. Originals to be sighted and certified copies to be co-signed by School Principal or CSO representative)
- Qualifications – include transcripts/certificates. Photocopies only should be forwarded. Copies certified by a Justice of the Peace
- Evidence of First Aid/CPR Certificate. Photocopies only should be forwarded. Copies certified by a Justice of the Peace.
- Evidence of Working With Children Check status (see Attachment 2)
- Referee Checks - Child Protection Questions (see Attachment 3)
- NSW & ACT Catholic Systemic Schools Enterprise Agreement 2015 (Attachment 4)
- Contact details for - relevant professional referees x 2 and character referee x 1

Referee 1:

Name:	Position:
School/Organisation	
Address	
Contact Phone:	
Contact email:	

Referee 2:

Name:	Position:
School/Organisation	
Address	
Contact Phone:	
Contact email:	

Referee 3:

Name:	Position:
School/Organisation	
Address	
Contact Phone:	
Contact email:	

Please return completed application form, with attachments, to:

phris@ww.catholic.edu.au or

post to:

Staffing Officer
Catholic Schools Office
PO Box 1012, WAGGA WAGGA NSW 2650

If applying for an advertised vacancy, please forward this application form directly to the relevant school as directed in the advertisement.

Photocopies of Identification Documents must be signed by a Justice of the Peace

ATTACHMENT 1

Documents verifying proof of identity to total at least 100 points. The 100 points can be provided as follows:

Identification Document	Points	
Current Australian passport	70	<i>More than one document from this list cannot be counted</i>
Expired Australian passport which has not been cancelled and was current within the preceding 2 years		
Current passport from another country or diplomatic documents	70	
Birth Certificate	70	
Birth Card issued by the NSW Registry of Births, Deaths and Marriages	70	
Citizenship certificate	70	
Current driver photo licence issued by an Australian state or territory	40	<i>More than one document from this list can be counted</i>
Identification card issued to a public employee	40	
Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit	40	
Identification card issued to a student at a tertiary education institution	40	
Name of preferred applicant verified in writing, signed by both the person giving it and the applicant, from one of the following: <ul style="list-style-type: none"> • A financial body certifying that the applicant is a known customer. • An acceptable referee under AUSTRAC Guideline No. 3. 	40	
Document held by a cash dealer giving security over property	35	
A mortgage or other instrument of security held by a financial body	35	<i>More than one document from this list can be counted</i>
Council rates notice	35	
Document current employer or previous employer within the last two years	35	
Land Titles Office record	35	
Document from the Credit Reference Association of Australia	35	
Current credit card or account card from a bank, building society or credit union	25	
Current telephone, water, gas or electricity bill	25	<i>More than one document from this list can be counted</i>
Foreign driver's licence	25	
Medicare Card	25	
Electoral roll compiled by the Australian Electoral Commission	25	
Lease/rent agreement	25	
Current rent receipt from a licensed real estate agent	25	
Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years	25	
Records of a professional or trade association of which the applicant is a member	25	
Applicants under 18		
<ul style="list-style-type: none"> • one document from the 70 point list above or • a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution. 		

100 Point Check from the Financial Transaction Reports Act 1988

Please indicate the centre or centres in which you would be prepared to work. It is unlikely that positions will be available in all schools so please consider as wide a group of schools as possible.

PRIMARY SCHOOLS:

Larger Centres

- Albury (3)
- Corowa
- Griffith (3)
- Junee
- Leeton
- Narrandera
- Wagga Wagga (5)

Smaller Centres

- Berrigan
- Coleambally
- Coolamon
- Culcairn
- Finley
- Ganmain
- Holbrook
- Yoogali
- Jerilderie
- Lockhart
- Tocumwal
- Tumbarumba
- Urana
- Yenda

SECONDARY SCHOOLS:

Wagga Wagga City

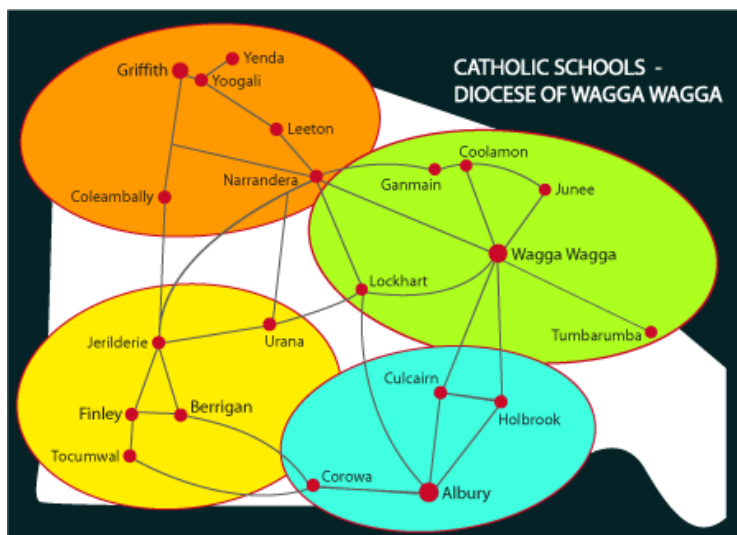
- Kildare Catholic College, (Co-Educational 7-12)
- Mater Dei Catholic College, Wagga Wagga (Co-Educational 7-12)

Leeton/Griffith

- St Francis De Sales Regional High School, Leeton (Co-Educational 7-12)
- Marian Catholic College, Griffith (Co-Educational 7-12)

Albury

- Xavier High School, Albury (Co-Educational 7-12)





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ADVERTISING EFFICACY SURVEY

Please complete this survey and return with your completed application package:

SURNAME:.....

Support Staff

Teaching Staff

I am applying for an advertised vacancy

I am applying for casual teacher registration

I am applying for a casual support staff position

I became aware of the Diocese of Wagga Wagga Catholic Schools Office vacancies/registration process via the following:
(please tick)

CSO Webpage

My Career

Seek

Teachers On Net

Regional Newspaper

Please advise newspaper name:.....

Sydney Morning Herald

Canberra Times

Melbourne Age

The Australian

Diocesan school noticeboard

University distribution of advertisement/process

Other: (please advise).....

Thank you for taking the time to complete this survey.

**ATTACHMENT 3
CHILD PROTECTION QUESTIONS FOR REFEREE CHECKS**

The Catholic Schools Office requires answers to questions of this nature in order to employ staff for child-related positions in our schools.



Applicant Screened:

Referee Name:

Position of Referee contacted:

School/Organisation Contacted:

Address of School/Organisation:

Contact Telephone Number:

Please return completed form to:

CONFIDENTIAL
Staffing Office
Catholic Schools Office
PO Box 1012
WAGGA WAGGA
NSW 2650

Or email to:
phris@ww.catholic.edu.au

SUPPORT FOR APPOINTMENT: YES NO (Please circle)

1. During what period and in what capacity were you responsible for the employment of the applicant?

2. Is there any concern or reservation held by you regarding the applicant's suitability for child-related employment?

3. Are you aware of this applicant ever having been charged with a serious sex offence?

4. To your knowledge has this applicant ever been subject to either of the following:-

a. 2 or more allegations of reportable conduct that were exempt from notification to the NSW Ombudsman in the last 12 months?

b. An allegation of reportable conduct that required notification to the Commission for Children and Young People database?

If yes, please give brief details.

5. Is there any information that you can provide about this applicant's suitability to work in close contact with children in an unsupervised environment?

Referee Signature:

Date:.....

**ATTACHMENT 3
CHILD PROTECTION QUESTIONS FOR REFEREE CHECKS**

It is required by legislation to obtain answers to questions of this nature in order to employ staff for child-related positions in our schools.



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School/Organisation Contacted:

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NSW 2650

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phris@ww.catholic.edu.au

SUPPORT FOR APPOINTMENT: **YES** **NO** (Please circle)

1. During what period and in what capacity were you responsible for the employment of the applicant?

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If yes, please give brief details.

5. Is there any information that you can provide about this applicant's suitability to work in close contact with children in an unsupervised environment?

Referee Signature:

Date:.....

Attachment 4

Link to NSW and ACT Catholic Systemic Schools Enterprise Agreement 2015

<https://www.fwc.gov.au/documents/documents/agreements/fwa/ae415593.pdf>