



# Diocese of Wagga Wagga Catholic Schools Office



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

## **EMPLOYMENT COLLECTION NOTICE**

In applying for employment as a teacher 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 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.

All vacant positions are advertised on the Catholic Schools Office website at:  
[www.csoww.catholic.edu.au](http://www.csoww.catholic.edu.au)



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## ADVERTISING EFFICACY SURVEY

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

SURNAME:.....

Teaching Staff

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I am applying for an advertised vacancy

I am applying for casual teacher registration

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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.



# CATHOLIC SCHOOLS OFFICE WAGGA WAGGA DIOCESE

Application for Employment as a Teacher in Diocesan Schools

Please return completed application package to this address:  
[phris@ww.catholic.edu.au](mailto:phris@ww.catholic.edu.au) or  
205 Tarcutta Street (PO Box 1012), WAGGA WAGGA NSW 2650 AUSTRALIA

PLEASE INDICATE REGISTRATION YOU ARE SEEKING:

- Primary Teacher Registration       Secondary Teacher Registration  
 K-12 Teacher Registration

## A. PERSONAL DETAILS:

NAME (Mr/Mrs/Miss/Ms).....  
(SURNAME) (CHRISTIAN NAME/S)

ADDRESS:.....  
.....Postcode.....

EMAIL ADDRESS:.....

DATE OF BIRTH ...../...../..... TELEPHONE:(Hm)...../Mob:.....

ABORIGINAL/TORRES STRAIT ISLANDER: YES / NO RELIGION:.....

COUNTRY OF BIRTH/NATIONALITY.....

IF NATURALISED, STATE DATE: ..... CERTIFICATE NO.: .....

Please advise the name and address of your Parish Priest (if applicable).

.....  
.....

Have you completed any religious studies units either as part of your teacher education course or subsequent studies?  
Please attach documentary evidence of religious studies (certified copies only).

.....

If you are requested to teach Religious Education, do you have/are you prepared to gain the necessary qualifications as set out in attached policy?

.....

Have you had any experience in teaching Religion?:.....

OFFICE USE ONLY			
<b>Qualifications</b>			
<b>Attachments:</b>	<input type="checkbox"/> 100 Points ID	<input type="checkbox"/> Evidence of Reception into Catholic Church	<input type="checkbox"/> Statements of Service
<b>Years of Teaching/ Statements of Service</b>	.....		
<b>R.E. Accreditation:</b>	.....		
<b>Referees Listed:</b>	<input type="checkbox"/> Character x 1	<input type="checkbox"/> Child Protection Questions (Referee) x 2 received	
	<input type="checkbox"/> Working with Children Check number:	<b>Date Verified:</b>	<b>Expiry Date:</b>
<b>Classification:</b>	.....		
NESA/ NSW Education Standards Authority	<input type="checkbox"/> Existing	<input type="checkbox"/> Graduate	

**B. EMPLOYMENT SOUGHT**

Permanent teacher      Full Time            Part Time            Casual relief teacher     

Circle Years/Levels you are prepared to teach:

K      1      2      3      4      5      6      7      8      9      10      11      12

SECONDARY TEACHERS – Please Indicate Subject/KLA you are qualified to teach: .....

**C. TERTIARY EDUCATION**

UNIVERSITY/ COLLEGE	NAME OF COURSE	SUBJECTS STUDIED	DATE COMPLETED	DURATION OF COURSE

**D. NESAS - NSW Education Standards Authority**

See Attachment I for directions regarding completion of relevant documentation.

**E. RELIGIOUS EDUCATION ACCREDITATION (YES / NO)**

Please advise if you have obtained Religious Education Accreditation from another Diocese.

Diocese: ..... Year:.....

**F. SECONDARY TEACHERS ONLY - VOCATIONAL EDUCATION & TRAINING ACCREDITATION**

Industry Framework(s): .....  
.....

Do you hold a Certificate in Assessment and Workplace Training?     YES     NO

Certificate Level:.....

**G. TEACHING EXPERIENCE - Complete either Part i or Part ii ONLY**

**PART (i)**

**To be completed by practising teacher only:**

Statements of Service from ALL education employers are required. (e.g. Diocesan authority; State Department of Education)

Details of Teaching experience: (Start with present or most recent position)

SCHOOL	KLA SUBJECTS/ DEPARTMENT (Advise of executive positions held)	YEAR LEVELS TAUGHT	FROM	TO	NO. OF COMPLETE YEARS
			MONTH/ YEAR	MONTH/ YEAR	

Why did you leave your present or most recent teaching position? .....

.....

Statements of Service attached

**PART (ii)**

**To be completed by Graduate teachers only:**

List details of teaching practicums:

SCHOOL	KLA SUBJECTS/ DEPARTMENT	YEAR LEVELS TAUGHT	FROM	TO	NO. OF COMPLETE WEEKS
			MONTH/ YEAR	MONTH/ YEAR	

Practicum reports attached

**H. DETAILS OF EXPERIENCE OF:** Special Education, Teaching in ESL, Sport, Extra Curricula Activities (e.g. Debating, Mock Trial, Drama, Chess, Choir etc).

.....

.....

**I. PROFESSIONAL ASSOCIATIONS:** List any professional associations of which you are a member. (include Teacher Unions)

.....

.....

**J. OTHER RELEVANT INFORMATION FOR REGISTRY PURPOSES** (ie, community involvement)

.....

.....

**K. NAMES AND CONTACT DETAILS OF THREE (3) REFEREES:** To support Character & Professional capability. *NOTE: Registration will not be progressed until referees provide required information.*  
 CHARACTER REFEREE -Please indicate 1 person to act as Character Referee –Parish Priest if poss.

NAME:	
ADDRESS:	
CONTACT PHONE:	CONTACT FAX:
CONTACT EMAIL:	

**PROFESSIONAL CAPABILITY REFEREES** (Please provide your two most recent principals/employers in schools/organisations where you were last appointed in a paid position OR// where you most recently completed teaching practicums and forward a copy of the attached questions sheet to each of them for completion.

NAME:	
POSITION:	
SCHOOL/ORGANISATION:	
ADDRESS:	
CONTACT PHONE:	CONTACT FAX:
CONTACT EMAIL:	

NAME:	
POSITION:	
SCHOOL/ORGANISATION:	
ADDRESS:	
CONTACT PHONE:	CONTACT FAX:
CONTACT EMAIL:	

## L. SUPPORTING DOCUMENTS

This application must be supported by the following supporting documents and you are required to mark each off as they are attached to the application form. If these documents are not included, your application will not be processed until they are received. You are not eligible to work in this Diocese until your application has been processed.

- Documentary evidence of teaching qualifications** (*Photocopy only should be forwarded by email. Copies certified by a Justice of the Peace. Originals may be requested at interview.*)
  - Complete transcripts of all degrees**
- NESA - NSW Education Standards Authority – Completion of NSW Education Standards Authority requirements**  
(*See Attachment 1 and links to webpage*) (*Copies of documentation required by the NSW Education Standards Authority must be certified by a Justice of the Peace and sent directly to the NESA*)
- Evidence of Religious Education Accreditation (if applicable).**  
(*Photocopy only should be forwarded, Copies certified by a Justice of the Peace*)
- Evidence of VET Accreditation (if applicable)**  
(*Photocopy only should be forwarded, Copies certified by a Justice of the Peace*)
- Recognition of prior teaching service**  
(*Photocopy only should be forwarded, Copies certified by a Justice of the Peace*)
- Practicum reports, for Beginning teachers only** (*Copies of two most recent practicum reports*)
  - Final Practicum report must be provided for 4th year students seeking to register (failure to do so will result in your application not being progressed)*
- Identification Verification – 100 points provided** (*see Attachment 2*) (*Photocopies only should be forwarded. Copies certified by a Justice of the Peace. Originals to be sighted and certified copies co-signed by School Principal or CSO representative*)
- Evidence of First Aid, Emergency Care, CPR Certificate** (*Photocopy only should be forwarded, Copies certified by a Justice of the Peace*)
- Evidence of Baptism, or Confirmation, or Reception into the Catholic Church** (*Photocopy only should be forwarded. Copies certified by a Justice of the Peace*)
- Statements of Service attached**  
(*Photocopy only should be forwarded, Copies certified by a Justice of the Peace*)
- Completed Referee Question Sheets for 2 x professional capability referees** (*see Attachment 3*)
- Evidence of Working with Children Check number** (*Copy of documentation*)

## P. DECLARATION

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

Signature ..... Date .....

Catholic Schools Office, Diocese of Wagga Wagga complies with current Privacy Legislation requirements.  
Child Protection Legislation requires preferred applicants to be subject to employment screening.

## **Attachments:**

- Attachment 1            NSW Education Standards Authority
- Attachment 2            Recognition of Prior Teaching Service – Standards based classification
- Attachment 3            Identification Document – Points Value
- Attachment 4            Professional Capability Referee Question Sheet x 2
- Attachment 5            Schools Indicator
- Attachment 6            Diocesan Directory
- Attachment 7            Accreditation of Staff to Work, Teach and Lead in Catholic Education in the  
Diocese of Wagga Wagga  
Please access this document by using the following link:

<http://web.csoww.catholic.edu.au/LinkClick.aspx?fileticket=s3FXJKyWGOc%3d&tabid=75>

- Attachment 8            Guide to completing the Working with Children Check

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>



ATTACHMENT 1

**NSW EDUCATION STANDARDS AUTHORITY**

For further information about the NSW Education Standards Authority please refer to attached correspondence from the Director of Schools.

PLEASE COMPLETE THE REQUIREMENTS FOR THE CATEGORY THAT PERTAINS TO YOUR CURRENT TEACHING STATUS:

**GRADUATE TEACHER – Form A**

1. Are you a teacher who has applied for accreditation OR/has been accredited with any other NSW Accrediting Authority since 30 September 2004?

YES

If you answered "Yes" please provide evidence of your accreditation status with the NSW Education Standards Authority. You do not need to answer any further questions.

NO

If you answered "No" please move on to the next section.

2. Are you being employed to teach for the first time in NSW since 30 September 2004?

YES

If you answered "Yes" please access the NSW Education Standards Authority Website at: [educationstandards.nsw.edu.au](http://educationstandards.nsw.edu.au) and select My Account, then User Login, select New User or login and follow the prompts to self-register.

Please remember to nominate the Wagga Wagga Diocese as your teacher accreditation authority. Forward a copy of the NESA email to the CSO with your diocesan teacher application package.

NO

If you answered "No" please ensure that you advise the Catholic Schools Office of the name of your previous employer in NSW within the Application for Classification package. (Section G – Part (1))

3. Are you a teacher moving to NSW who has been previously employed in another Australian State, an Australian Territory or overseas and who will be employed as a teacher for the first time in NSW after 30 September 2004?

YES

If you answered "Yes" please access the NSW Education Standards Authority Website at [educationstandards.nsw.edu.au](http://educationstandards.nsw.edu.au) and select My Account, then User Login, select New User or login and follow the prompts to self-register. Once you have set up your account on the website you will then need to continue on the website and complete the application process. Send certified copies of identification and qualification documents directly to NSW Education Standards Authority.

Please remember to nominate the Wagga Wagga Diocese as your teacher accreditation authority. Forward a copy of the NESA email to the CSO with your diocesan teacher application package.

NO

If you answered "No" please move on to the next section.

#### **NEW SCHEME TEACHERS – Form B**

4. Are you a teacher who is returning to teaching after an absence of 5 or more years?

YES

If you answered "Yes" please access the NSW Education Standards Authority Website at [educationstandards.nsw.edu.au](http://educationstandards.nsw.edu.au) and select My Account, then User Login, select New User or login and follow the prompts to self-register. Once you have set up your account on the website you will then need to continue on the website and complete the application process. Send certified copies of academic qualifications/proof of identity/Working with Children Check clearance from the Office of the Children's Guardian, directly to the NSW Education Standards Authority.

Please remember to nominate the Wagga Wagga Diocese as your teacher accreditation authority. Forward a copy of the NESA email to the CSO with your diocesan teacher application package.

NO

If you answered "No" please move on to the next section.

**If you answered NO to all of the above you only need to complete the Application for Employment as a Teacher in Diocesan Schools.**



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Dear New Employee

Welcome to your work in the service of Catholic Education in the Catholic Diocese of Wagga Wagga. I know you will enjoy your time with students and colleagues, that you will continue to learn about the profession of teaching, and that you will develop and maintain an abiding sense of belief in the capacities of the students with whom you will develop knowledge, skills, attitudes and values during your time together.

Teachers in a Catholic school take on an extra and special dimension in the education of young people. This includes teaching of the Catholic Faith, experience the sacramental life of the Church in the routines of the school and the lived Christian witness within community, as we all go about satisfying our responsibilities as employees of the Bishop of Wagga Wagga.

Part of our accreditation process for teachers includes ensuring that all teachers understand the core functions of Catholic Schools as a work of the Catholic Church. This applies to all formal and informal dimensions of daily school life.

All teachers are expected to have or to gain accreditation to teach in a Catholic school in the Wagga Wagga Diocese. Details are set out in the enclosed policy “Accreditation of Staff to Work, Teach and Lead in Catholic Education”. Teachers of **Religious Education** are expected to have appropriate qualifications. These expectations are set out in the enclosed policy “Accreditation of Staff to Work, Teach and Lead in Catholic Education in the Diocese of Wagga Wagga”.

Information about how to satisfy this requirement and indeed the requirements of the NSW Education Standards Authority is available at the school, or from the Catholic Schools Office (CSO). Schools and the CSO will offer guidance and programs to support you as you progress in your teaching vocation.

The requirement to satisfy the standards for registration as a teacher rests with you. Should you have any concerns about your capacity to fulfil these obligations, discuss the matter with your Principal.

**Your first step is to complete the requirements of the NSW Education Standards Authority (NESA), forward required documentation directly to the NSW Education Standards Authority (NESA), and send a copy of the NESA email to the Staffing Officer at the CSO within 10 days.** We will complete the sections required as your nominated Teacher Accreditation Authority. The NESA will then invoice you directly for your membership fee. It is a requirement under the Teacher Accreditation Act 2004 that you seek accreditation and pay the registration fee. I am required under the Act to terminate your employment, should you not register and pay the registration fee.

We have mentoring systems in place and will be offering in-services and information at staff meetings which will contribute to the body of evidence you are responsible to gather, required under the Standards.

In the meantime, congratulations on your first steps towards teaching. It is a noble profession, driven by and centred upon making a positive and lasting contribution to the learning, growth and development of young people as they become the adult leaders of the future, founded upon the model of Jesus the Christ.

With Kind Regards

Alan Bowyer  
*Director of Schools*

2017

## ATTACHMENT 2.

### **Recognition of Teaching Service – Standards based classification**

The NSW & ACT Catholic Systemic Schools Enterprise Agreement 2015, Clause 15.4 makes provision for the recognition of employment as follows:

For the purpose of calculating credit for service for appointment to, and progression, in Band 1 (Graduate) and Band 2 (Proficient Teacher), on the standards classification structure pursuant to this clause, Clause 15 – Teachers - Standards Classification, teaching service in registered schools (before or after the commencement date) will be recognised as follows:

- a) Any employment as a full-time teacher will be counted as service
- b) The amount of service of a part-time teacher will be calculated in proportion to the full-time teaching load of a teacher at the school
- c) Service as a casual teacher will be credited on the basis that 203 days of casual service is equal to a year of full-time service;
- d) From 1 January 2016 a year of full-time service will be deemed to mean 203 days of teaching service, including full-time, part-time and casual teaching service; and
- e) Prior to 1 January 2016 a year of full-time service will be deemed to mean 204 days of teaching service, including full-time, part-time and casual teaching service.

*If you are commencing with the Diocese of Wagga Wagga and you have service prior to 1 January 2014 with an Employer who is covered by the NSW & ACT Catholic Systemic Schools Enterprise Agreement 2015 please forward all Statements of Service to enable accurate salary classification. Any teacher who falls into this category will be Classified in accordance with Clause 14.1 Teachers – Incremental scale and will transition to the Standards Based Classification in Accordance with the Enterprise Agreement Clause 16.1*

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

**ATTACHMENT 3**

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

<b>Identification Document</b>	<b>Points</b>	
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"> <li>• A financial body certifying that the applicant is a known customer.</li> <li>• An acceptable referee under <a href="#">AUSTRAC Guideline No. 3</a>.</li> </ul>	40	
<b>Document held by a cash dealer giving security over property</b>	<b>35</b>	<i>More than one document from this list can be counted</i>
A mortgage or other instrument of security held by a financial body	35	
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	<i>More than one document from this list can be counted</i>
Current telephone, water, gas or electricity bill	25	
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	
<b>Applicants under 18</b>		
<ul style="list-style-type: none"> <li>• one document from the 70 point list above or</li> <li>• 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.</li> </ul>		

**100 Point Check from the Financial Transaction Reports Act 1988**

**ATTACHMENT 4  
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.



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](mailto:phris@ww.catholic.edu.au)

Applicant Screened: .....  
Referee Name: .....  
Position of Referee contacted: .....  
School/Organisation Contacted: .....  
Address of School/Organisation: .....  
Contact Telephone Number: .....

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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---

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

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---

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?

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Referee Signature: .....

Date:.....

**ATTACHMENT 4**  
**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.



**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](mailto: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 5

Please indicate the centre or centres in which you would be prepared to teach. 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

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)



# CATHOLIC SCHOOLS OFFICE

McAlroy House, 205 Tarcutta Street (PO Box 1012), Wagga Wagga 2650 - Telephone (02) 6937 0000

## DIOCESAN DIRECTORY

### PRIMARY SCHOOLS

<u>TOWN</u>	<u>SCHOOL</u>	<u>ADDRESS</u>
ALBURY	St Patrick's	444 Kiewa Street, Albury 2640
NORTH ALBURY	St Anne's	Cnr Curlew Crescent and Lowry Street, North Albury 2640
LAVINGTON	Holy Spirit	PO Box 299, Lavington 2641
BERRIGAN	St Columba's	6-14 Corcoran Street, Berrigan 2712
COLEAMBALLY	St Peter's	PO Box 8, Coleambally 2707
COOLAMON	St Michael's	PO Box 161, Coolamon 2701
COROWA	St Mary's	PO Box 279, Corowa 2646
CULCAIRN	St Joseph's	PO Box 153, Culcairn 2660
FINLEY	St Joseph's	Coree Street, Finley 2713
GANMAIN	St Brendan's	46 Langham Street, Ganmain 2702
GRIFFITH	St Patrick's	PO Box 1452, Griffith 2680
HOLBROOK	St Patrick's	PO Box 68, Holbrook 2644
JERILDERIE	St Joseph's	PO Box 93, Jerilderie 2716
JUNEE	St Joseph's	PO Box 165, Junee 2663
LEETON	St Joseph's	PO Box 833, Leeton 2705
LOCKHART	St Joseph's	39-45 Ferrier Street, Lockhart 2656
NARRANDERA	St Joseph's	PO Box 248, Narrandera 2700
TOCUMWAL	Sacred Heart	PO Box 88, Tocumwal 2714
TUMBARUMBA	All Saints'	PO Box 10, Tumbarumba 2653
URANA	St Francis Xavier	End Street, Urana 2645
YOOGALI	St Mary's	Edon Street, Yoogali 2680
WAGGA WAGGA	Henschke	PO Box 7366, Mt Austin 2650
	Sacred Heart	PO Box 8155, Koorringal 2650
	Holy Trinity	PO Box 4001, Ashmont 2650
	Mater Dei	63 Gregadoo Rd, Wagga Wagga 2650
	St Joseph's	Cnr Johnston and Tarcutta Sts, Wagga Wagga 2650

### SECONDARY SCHOOLS

ALBURY	Xavier High School	PO Box 518, ALBURY 2640
LEETON	St Francis De Sales Regional College	102 Yanco Avenue, LEETON 2705
GRIFFITH	Marian Catholic College, Griffith	185 Wakaden Street, GRIFFITH 2680
WAGGA WAGGA	Kildare Catholic College	PO Box 1014, WAGGA WAGGA 2650
WAGGA WAGGA	Mater Dei Catholic College	PO Box 8185, KOORINGAL 2650

### **Working with Children Check Guide**

There have recently been changes to the Child Protection Screening process in NSW. Please find following the instructions outlining the new screening process.

**STEP 1** : Fill in an online form at:

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

Once the form is submitted, you will receive an application number.

**STEP 2** : You must take your application number and proof of your identity to a Service NSW Centre. Only paid workers in child-related work are required to pay the \$80 fee for a five year clearance. This equates to \$16 per year.

**Proof of identity at a Service NSW Centre, must be undertaken before the Catholic Schools Office can verify your check.**

**STEP 3** : You must advise the Catholic Schools Office of your **Working with Children Check number**. When this information is received the Catholic Schools Office will be able to continue the registration process.