



# Marcellin College

## Staff Application Form

Please complete all 5 pages of this form & submit with your CV & cover letter addressing all selection criteria.

| Personal Details:  |  |             |
|--|--|-------------|
| Surname:   | Title:                                 |             |
| First Name:  | Middle Name:                           |             |
| Preferred Name:  | Position Applied For:                  |             |
| Contact Details  |  |             |
| Home Address:  | Suburb:                                | Postcode:   |
| Postal Address:  | Suburb:                                | Postcode:   |
| Home Phone:  | Mobile Phone                           |             |
| Home Email:  |  |             |
| Current Employer   |  |             |
| Organisation:  | Commencement Date: ___/___/___         |             |
| Positions Held:  | Current Salary/Teacher Classification: |             |
| Teaching Specialties: (if applicable)  |  |             |
| Teaching methods: (if applicable)  |  |             |
| Previous Employment in a Catholic Institution  |  |             |
| <input type="checkbox"/> If Yes: Please Name: _____ C Number (If Known) C - _____  |  |             |
| NON Teaching Staff WWCC - Original to be sighted and copy to be provided prior to commencement   |  |             |
| Working With Children Check (WWCC) status <input type="checkbox"/> V – Volunteer <input type="checkbox"/> E - Employee<br><input type="checkbox"/> Copy Attached WWCC Registration Number: _____ Expiry Date ___/___/___ |  |             |
| <input type="checkbox"/> Application submitted<br><b>NOTE: If you have submitted your application and are awaiting confirmation - please attach proof of your application</b>  |  |             |
| National Police Record Check: Original to be sighted and copy to be provided prior to commencement   |  |             |
| <input type="checkbox"/> Copy Attached <input type="checkbox"/> Application submitted<br><b>NOTE: If you have submitted your application and are awaiting confirmation - please attach proof of your application</b>     |  |             |
| Skills / Certificates  | Attained Date                          | Expiry Date |
|  |  |             |
|  |  |             |
|  |  |             |
|  |  |             |
|  |  |             |
|  |  |             |
|  |  |             |

| Qualifications (Full details)   | Provider                          | Attained Date |
|---|-----------------------------------|---------------|
| e.g. Bachelor Degree in Education   | Monash University                 | 12/12/2003    |
|   |                                   |               |
|   |                                   |               |
|   |                                   |               |
| <b>Teaching Staff - To be verified prior to commencement (Copy Required)</b>  |                                   |               |
| VIT Registration Number:  | First Teaching Year:              |               |
| Registration Category <input type="checkbox"/> Full<br><input type="checkbox"/> CRT <input type="checkbox"/> Provisional<br><input type="checkbox"/> Returning <input type="checkbox"/> Permission to teach | Registration Expires: ___/___/___ |               |
| <input type="checkbox"/> National Criminal History Record Check   | NCHRC Date:                       |               |
| Teaching Levels:  |                                   |               |
| Teaching Areas:   | Teaching Specialities:            |               |
| <b>A. TEACHING STAFF - EMPLOYMENT HISTORY</b>   |                                   |               |
| 1. Are you currently employed as a teacher in a Victorian Catholic School? Yes: <input type="checkbox"/> No: <input type="checkbox"/>   |                                   |               |
| 2. On 29 October 2008 were you employed on an <b>ON-GOING/PERMANENT</b> basis as a teacher in a Victorian Catholic school?  |                                   |               |
| No: <input type="checkbox"/> <i>Go to Question 3a below.</i> Yes: <input type="checkbox"/> <i>Provide details below then go to Question 3b.</i>   |                                   |               |
| School:   |                                   |               |
| Location:   |                                   |               |
| E Number:   |                                   |               |
| 3a. Do you have any qualifications at Masters level, its equivalent or higher? ( <i>Maximum of two.</i> )   |                                   |               |
| No: <input type="checkbox"/> <i>Go to Question 4a.</i> Yes: <input type="checkbox"/> <i>Provide details below then go to Question 4a.</i>   |                                   |               |
| <i>You MUST attach evidence of Qualifications prior to commencement.</i>  |                                   |               |
| i.) Qualification:  |                                   |               |
| Institution:  |                                   |               |
| Year Completed:   |                                   |               |
| ii.) Qualification:   |                                   |               |
| Institution:  |                                   |               |
| Year Completed:   |                                   |               |
| 3b. Have you gained any qualifications at Masters level, its equivalent or higher since 29 October 2008?  |                                   |               |
| No: <input type="checkbox"/> <i>Go to Question 4b.</i> Yes: <input type="checkbox"/> <i>Provide details below then go to Question 4a.</i>   |                                   |               |
| <i>You MUST provide evidence of Qualifications prior to commencement.</i>   |                                   |               |
| i.) Qualification:  |                                   |               |
| Institution:  |                                   |               |
| Year Completed:   |                                   |               |
| ii.) Qualification:   |                                   |               |
| Institution:  |                                   |               |
| Year Completed:   |                                   |               |

4a. Have you ever been employed as a teacher at any registered school in Australia or elsewhere on a full time or part time basis? *(Please note: emergency/relief/casual teaching experience should not be included.)*

No: [ ] *Go to Attachments below.* Yes: [ ] *Provide details below.*

i.) School:

Location:

Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

ii.) School:

Location:

Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

iii.) School:

Location:

Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

iv.) School:

Location:

Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

4b. Have you been employed as a teacher at any other registered school *(excluding Victorian Catholic Schools)* in Australia or elsewhere since 29 October 2008? *(Please note: emergency/relief/casual teaching experience should not be included.)*

No: [ ] *Go to Attachments below.* Yes: [ ] *Provide details below of NON Victorian Catholic schools ONLY then go to Section B.*

i.) School:

Location:

Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

ii.) School:

Location:

Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

iii.) School:

Location:

Start Date: \_\_\_/\_\_\_/\_\_\_ End Date: \_\_\_/\_\_\_/\_\_\_

*Certified copies of Statements of Service must be provided for each of the schools listed above prior to commencement. These must specify that employment was in a teaching role and the start and end date of the employment. If you require additional space please attach another sheet.*

**B. OTHER STAFF - EMPLOYMENT HISTORY (Details of Previous Employers)**

| Name of Employer | Position Held | Start & End dates |
|------------------|---------------|-------------------|
|                  |               |                   |
|                  |               |                   |
|                  |               |                   |
|                  |               |                   |
|                  |               |                   |
|                  |               |                   |

*If you require additional space please attach another sheet.*

|  |                          |
|--|--------------------------|
| <b>REFEREES - Teaching &amp; All Other Staff</b>   |                          |
| REFEREE 1: Name, Title, Organisation:  |                          |
| ADDRESS:   |                          |
| PHONE:   | RELATIONSHIP TO REFEREE: |
| REFEREE 2: Name, Title, Organisation:  |                          |
| ADDRESS:   |                          |
| PHONE:   | RELATIONSHIP TO REFEREE: |
| REFEREE 3: Name, Title, Organisation:  |                          |
| ADDRESS:   |                          |
| PHONE:   | RELATIONSHIP TO REFEREE: |
| <b>Attachments</b>   |                          |
| Please ensure you have attached copies of the following (if applicable):   |                          |
| <ul style="list-style-type: none"> <li>- Evidence of qualifications if you have answered 'yes' to either Question 3a or b.</li> <li>- Evidence of your current Teacher Classification Level (if applicable).</li> </ul>  |                          |
| <b>Pre-Employment Disclosure Questions</b>   |                          |
| It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to Marcellin College understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question. |                          |
| 1. <b>Have you ever had any disciplinary action taken against you by an employer?</b>  |                          |
| No: [ ]      Yes: [ ] <i>If yes please provide details:</i>  |                          |
| _____  |                          |
| _____  |                          |
| _____  |                          |
| _____  |                          |
| 2. <b>Have you ever been the subject of an allegation of improper or unprofessional conduct which has been substantiated by an employer or other body?</b>   |                          |
| No: [ ]      Yes: [ ] <i>If yes please provide details:</i>  |                          |
| _____  |                          |
| _____  |                          |
| _____  |                          |
| 3. <b>Have you ever been subject to an investigation by an employer or other body?</b>   |                          |
| No: [ ]      Yes: [ ] <i>If yes please provide details:</i>  |                          |
| _____  |                          |
| _____  |                          |
| _____  |                          |
| _____  |                          |
| 4. <b>Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?</b>  |                          |
| No: [ ]      Yes: [ ] <i>If yes please provide details:</i>  |                          |
| _____  |                          |
| _____  |                          |
| _____  |                          |
| _____  |                          |

5. Do you consent to Marcellin College contacting the appropriate person at any or all of your former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1-4 above and to ask about your suitability to work with children?

No: [ ] Yes: [ ] *If yes please provide details:*

### Applicant Declaration and Authorisation

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening and a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to Marcellin College making inquiries of any or all previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to work in child-connected work. I understand and accept that my appointment to this position requires compliance with the schools Child Protection & Safety Policy and the Child Safety Code of Conduct. I have read and understood Marcellin College's Child Protection & Safety Policy and the Child Safety Code of Conduct.

I understand and accept that my appointment to this position requires a commitment to the Marist Charism and Catholic Education. I have read and understood the Statement of Principles Regarding Catholic Education.

I declare I have the right to live and work in Australia.

Signature of Applicant: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

### Application Process

Return the completed form with your CV, cover letter and response to each of the Selection Criteria to :

Mr Mark Murphy, Principal  
Marcellin College at  
160 Bulleen Road Bulleen 3105 or  
Email: [jobs@marcellin.vic.edu.au](mailto:jobs@marcellin.vic.edu.au)