



Marcellin College

Retreat, Y7 Reflection Days & Casual Outdoor Education Staff Application Form

Personal Details:		
Surname:	Title:	
First Name:	Middle Name:	
Preferred Name:		
Contact Details		
Home Address:	Suburb:	Postcode:
Postal Address:	Suburb:	Postcode:
Home Phone:	Mobile Phone:	
Home Email:		
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 <input type="checkbox"/> Copy Attached WWCC Registration Number: Expiry Date __/__/____		
<input type="checkbox"/> Application submitted Date of submission __/__/____ <input type="checkbox"/> Copy of Proof attached		
NOTE: If you have submitted your application and are awaiting confirmation - please attach proof of your application		
Teaching Staff - To be verified prior to commencement (Copy Required)		
VIT Registration Number:	First Teaching Year:	
Registration Category <input type="checkbox"/> Full <input type="checkbox"/> CRT <input type="checkbox"/> Provisional <input type="checkbox"/> Returning <input type="checkbox"/> Permission to teach	Registration Expires: __/__/____	
Teaching Levels:		
Teaching Areas:	Teaching Specialities:	
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 Date: __/__/____
NOTE: If you have submitted your application and are awaiting confirmation - please attach proof of your application		
Outdoor Education Skills / Certificates	Attained Date	Expiry Date

Qualifications (Full details)	Provider	Attained Date
e.g. Bachelor Degree in Education	Monash University	12/12/2003
Teaching Staff - To be verified prior to commencement (Copy Required)		
VIT Registration Number:	First Teaching Year:	
Registration Category <input type="checkbox"/> Full <input type="checkbox"/> CRT <input type="checkbox"/> Provisional <input type="checkbox"/> Returning <input type="checkbox"/> Permission to teach	Registration Expires: ___/___/____	
Teaching Levels:		
Teaching Areas:	Teaching Specialities:	
REFEREES -		
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:	
Attachments		
Please ensure you have attached copies of the following (if applicable):		
<ul style="list-style-type: none"> - Evidence of qualifications if you have answered 'yes' to either Question 3a or b. - Evidence of your current Teacher Classification Level (if applicable). 		
Pre-Employment Disclosure Questions		
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.		
<p>1. Have you ever had any disciplinary action taken against you by an employer? No: <input type="checkbox"/> Yes: <input type="checkbox"/> <i>If yes please provide details:</i></p> <hr/> <hr/> <hr/> <hr/>		
<p>Have you ever been the subject of an allegation of improper or unprofessional conduct which has been substantiated by an employer or other body? No: <input type="checkbox"/> Yes: <input type="checkbox"/> <i>If yes please provide details:</i></p> <hr/> <hr/> <hr/> <hr/>		

2. Have you ever been subject to an investigation by an employer or other body?

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

3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?

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

4. 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

Please return the form with other requested documentation to:

Mr Mark Murphy, Principal Marcellin College

Via Email: jobs@marcellin.vic.edu.au