

URSULA FRAYNE CATHOLIC COLLEGE



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APPLICATION FORM NON-TEACHING STAFF

1. PERSONAL INFORMATION

Title:	
Surname:	
First Names:	
Home Address:	
Suburb & Postcode:	
Telephone (Home):	
Telephone (Mobile):	
Religion:	
Aboriginal:	YES NO
Torres Strait Islander:	YES NO
Department of Education Police Clearance (DETWA)	YES NO
DETWA Screening No:	
Working with Children (WWC)	YES NO
WWC Number:	
WWC Expiry Date:	
Address for communication with respect to this application:	
Suburb & Postcode:	
Length of notice required by present employer:	
Earliest date for taking up appointment:	

2. REFEREES

Names and addresses of persons who have consented to act as referees. The Principal reserves the right to contact persons not nominated in this application

2.1. Parish Priest/Minister (if applicable):

Name:	
Address:	
Telephone (Home):	
Telephone (Business):	

2.2. Professional Referee (someone with whom you have worked recently):

Name:	
Address:	
Telephone (Home):	
Telephone (Business):	

2.3. Professional Referee (someone with whom you have worked recently):

Name:	
Address:	
Telephone (Home):	
Telephone (Business):	

2.4. Current Employer

Name:	
Address:	
Telephone (Home):	
Telephone (Business):	

If you do not want the person nominated in 2.4 to be contacted, please outline your reasons and nominate as a referee a previous employer or another person to whom you have been responsible in your employment.

Reason:	
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2.5. Alternative to 2.4

Name:	
Address:	
Telephone (Home):	
Telephone (Business):	

3. QUALIFICATIONS

3.1. Tertiary Education Qualifications

Years attended (Please list from most recent)	Institution	Qualifications	Major area/s Study

3.2. Accreditation

Accreditation / Year completed	Accreditation number

3.3. Other Relevant Qualifications

Years attended (Please list from most recent)	Institution	Qualification	Major area/s Study

3.4. Relevant Personal Professional Development

Give details of courses, conferences, and seminars attended within the past three years that relate to this position. Please list from most recent.

Year (please list from most recent)	Conference/Seminar/Course	Relevance to position

4. EXPERIENCE

4.1. Work Experience

Year (Please list from most recent)	School	Experience

5. COMMUNITY

Please indicate any areas of community involvement e.g. Sport, Church etc.

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6. WORKING IN A CATHOLIC SCHOOL: A STATEMENT OF PRINCIPLES

The Catholic school is more than an educational institution: it is a key part of the Church, an essential element in the Church's mission. The Catholic education philosophy reveals a concern for an education which combines sound knowledge and skills with an overall personal development based in Christian values. Such an education is dependent for its effectiveness on a high level of interpersonal relationship between teacher and pupil, and between staff member, teacher and pupil, through which the staff member is called to witness to the essential values of Christ.

Staff in the Catholic schools are more than employees. They minister in the name of the Church and of the Gospel and as such participate actively in the life of the Church and have a pastoral concern for each individual student. This is the reason all staff are required to attain the relevant Accreditation qualification.

It is expected all staff employed in a Catholic School will perform conscientiously and competently the duties, both teaching or non-teaching, they are assigned by the Principal in accordance with normal practice in Catholic schools.

Staff should help maintain an atmosphere of charity and justice within the school, as would be expected in a faith community and help ensure the provision of the Catholic religious perspective in all activities of the school in which staff and students engage.

Only a person supportive of Catholic Educational philosophy may be a staff member in a Catholic school. Staff bear witness to Christ and Christian values in their own conduct and by personally supporting, evaluating, developing and disseminating the Catholic school philosophy.

7. DECLARATION:

Prior to appointment, you will be required to submit current documentation, including the following:

1. Formal qualifications
2. Accreditation Certificate/s (if applicable)
3. 'Crim Trac' 100 Point Department of Education Nationally Coordinated Criminal History Check
4. Working with Children Check

I declare that the information in the application is complete and correct in every detail. I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment. I have read "Working in A Catholic School: A Statement of Principles" and concur with its contents and agree to support the objectives outlined.

Signed

Date



APPLICANT EMPLOYMENT HISTORY

NB: This personal information is being collected to conduct a screening check for employment history.

PERSONAL DETAILS OF THE APPLICANT TO BE CHECKED			
FAMILY NAME(S)	<input style="width: 100%;" type="text"/>		
GIVEN NAME(S)	<input style="width: 100%;" type="text"/>		
PREVIOUS FAMILY OR GIVEN NAME(S)	<input style="width: 100%;" type="text"/>		
DATE OF BIRTH			
PREVIOUSLY EMPLOYED BY CEWA			
YES	NO		
If Yes what is your most current placement			
EMPLOYEE CODE (if known)			
EMPLOYMENT HISTORY			
POSITION	ORGANISATION / SCHOOL	STATE / COUNTRY	DATES

DECLARATION BY APPLICANT

I declare that the details and information on this document are true, complete and correct to the best of my knowledge and I understand any false or misleading statement will be sufficient cause for employment to be withdrawn.

SIGNATURE OF APPLICANT

DATE