



APPLICATION FOR EMPLOYMENT

POSITION:			
SURNAME:			
TITLE:			
GIVEN NAMES:			
PRIVATE ADDRESS:			
DATE OF BIRTH: (OPTIONAL)		RELIGION	
TELEPHONE:			
EMAIL:			
CURRENT APPOINTMENT:			
CURRENT EMPLOYER:			
ADDRESS OF CURRENT EMPLOYER:			
DATE OF COMMENCEMENT:			
VIT REGISTRATION:	No:	Date of Expiry:	
PROOF OF IDENTITY	Please supply a proof of identity document		

To the following tables, please add rows as required

ACADEMIC AND PROFESSIONAL QUALIFICATIONS – please attach a copy of your academic transcript		
QUALIFICATIONS	INSTITUTION	YEAR COMPLETED

LEADERSHIP AND TEACHING EXPERIENCE			
From	To	Position Held	Description of Experience

OTHER EXPERIENCES YOU CONSIDER RELEVANT			
From	To	Position Held	Description of Experience

PROFESSIONAL ASSOCIATIONS	
Please list your current participation in Associations and outside bodies for academic or non-academic achievements.	
Association	Position Held

PARISH / CHURCH INVOLVEMENT

INVOLVEMENTS WHICH MIGHT SUPPORT YOUR APPLICATION	
Professional	
Community	
Recreational	
Other	

REFEREE Please list the name, address and telephone number of your Parish or other Priest.		
Name		
Address		
Telephone		
Please list the name, address and occupation of two other referees.		
1.	Name	
	Address	
	Telephone	
	Occupation	
2.	Name	
	Address	
	Telephone	
	Occupation	

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 the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

1. Have you ever had any disciplinary action taken against you by an employer (eg received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?	
If yes, please provide details:	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	

3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If yes, please provide details:	

4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or 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 1-3 above and to ask about your suitability to work with children?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
If no, this will be discussed further if you are offered an interview	

<p>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.</p> <p>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.</p> <p>I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or 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 perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.</p> <p>I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.</p>
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Signature: _____ Date: _____

Please return this completed form via email, together with your:

- ☐ Letter of Application
- ☐ Curriculum Vitae

To: Sr Mary Moloney rsm
Principal
Academy of Mary Immaculate
88 Nicholson Street
Fitzroy 3065

Email: pa@academy.vic.edu.au **Telephone:** 9412 7100

In accordance with our Privacy Policy, other than for the successful applicant, the application documentation will be destroyed at the conclusion of the appointment process.

STATEMENT OF DUTIES FOR ACADEMY TEACHERS

The Catholic Education Commission of Victoria has written a statement of duties setting out the role, responsibilities and expectations of teachers.

All Teachers at the Academy of Mary Immaculate are required to undertake the statement of duties, meet the responsibilities and comply with the expectations as outlined below.

Included in this document are the responsibilities pertaining to the very important area of Pastoral Care and Child Safety. Please take particular note of your responsibilities in this area.

STATEMENT OF DUTIES (TEACHER)	
Contemporary Teaching	<ul style="list-style-type: none"> • Develop a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs • Understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV • Employ a variety of effective teaching strategies to effectively implement the curriculum • Give appropriate time to lesson planning and organisation • Understand state and national course requirements • Keep accurate records of student attendance • Embrace the use of information and communications technologies to enhance learning • Engage in learning progress discussions • Write formal academic reports that conform to report writing guidelines • Monitor the progress of each student and provide meaningful and regular feedback to each student on their progress • Liaise with appropriate support staff in the implementation of the curriculum
Pastoral Care and Child Safety	<ul style="list-style-type: none"> • Provide students with a child-safe environment • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects school values • Implement strategies which promote a healthy and positive learning environment • Attend year level meetings as scheduled • Attend all school assemblies • Attend school liturgical celebrations • Attend school organised activities relevant to house or year level, as required
Curriculum Development	<ul style="list-style-type: none"> • Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach • Develop assessment instruments in a collegial manner where whole group testing takes place • Evaluate digital learning materials and make recommendations to subject coordinators about their implementation • Create and evaluate online resources for the purposes of enriching the curriculum • Attend subject meetings as scheduled
Professional Development	<ul style="list-style-type: none"> • Have current knowledge of curriculum initiatives in your teaching areas • Commit to ongoing professional development in your teaching areas • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve

STATEMENT OF DUTIES (TEACHER)	
	<ul style="list-style-type: none"> • Participate in the staff appraisal process • Be an active member of a relevant professional association as duties permit • Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator
Co-Curricular Involvement	<ul style="list-style-type: none"> • Support and be involved in the co-curricular program • Proactively encourage students to participate in co-curricular activities • Act as a role model for participating students • Keep accurate records of student attendance and participation within the co-curricular activity • Create and maintain a safe environment in which students may enjoy their participation • Oversee the provision and care of relevant equipment materials and first aid requirements
General and Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Demonstrate duty of care to students in relation to the physical and mental wellbeing • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities • Participate in duty supervision as rostered and other supervision duties when required • Demonstrate professional and collegiate relationships with colleagues • Uphold the professional standards expected of a teacher • Other duties as directed by the Principal
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Teaching qualifications • Current Victorian Institute of Teaching (VIT) registration • Accreditation to teach in a Catholic school (or be working towards such accreditation)

Key Criteria & Child Safety: Employment

Key Selection Criteria:

1. Understanding of and commitment to Catholic Education
2. Willingness to support the Mercy Ethos and its expression in the life of the College
3. An extensive knowledge of current educational theory and practice, including an understanding of all facets of career education
4. Demonstrated ability in Leadership
5. Highly developed interpersonal and communication skills, including the demonstrated ability to work collaboratively with all members of the College community
6. Sound organizational and administrative skills
7. An understanding of the issues facing young women and be well versed in student wellbeing
8. Commitment to continuous improvement in personal practice and professional learning

Child Safety:

1. Experience working with children
2. A demonstrated understanding of child safety
3. A demonstrated understanding of appropriate behaviours when engaging with children
4. Familiarity with legal obligations relating to child safety (eg. mandatory reporting)
5. Be a suitable person to engage in child-connected work