



APPLICATION FOR EMPLOYMENT

POSITION: DEPUTY PRINCIPAL – Wellbeing and Operations
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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

YES

If no, this will be discussed further if you are offered an interview

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 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.

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.

Signature: _____ Date: _____

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

- Curriculum Vitae
- Letter of Application, including a statement indicating your reasons for applying for the position
- Response to the Key Selection Criteria

Referee Reports are to be emailed directly to the Principal

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

Email: pa@academy.vic.edu.au Phone: 9412 7100

Applications close at 4.00pm on Friday 27 November

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.



CONFIDENTIAL - REFEREE REPORT

Applicant's Name: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

Please rate the applicant on the following criteria by placing a tick in the appropriate column.

Criteria	Excellent	Very Good	Good	Adequate	Poor	Not Known
Understanding of the role and purpose of the Catholic School						
Commitment to, and practice of, the philosophy and goals of the Catholic school.						
Commitment to the education of girls						
Leadership Ability						
Familiarity with curriculum theory and development						
Understanding of the teaching and learning process						
Pastoral concern for students						
Pastoral concern for staff						
Confidentiality						
Ability to cope with criticism						
Ability to deal with conflict						
Ability to deal with stress						
Ability to facilitate and negotiate						
Ability to plan for change						
Ability to implement change						
Ability to relate with students						
Ability to relate with staff						
Ability to relate with parents						
Ability to communicate effectively						
Ability to work collaboratively with others						
Organizational and delegation ability						

Analytical and planning skills						
Effectiveness as a teacher						
Commitment to his/her professional development						

What strengths would the applicant bring to the position?

In what way would the applicant find the position demanding, personally and/or professionally?

Anything further that you wish to add?

Please note if the applicant is short listed, a member of the selection panel will follow up this reference by telephone.

REFEREE DETAILS:

Name: _____

Address: _____

_____ Post Code _____

Telephone Nos: (H) _____ (W) _____ (M) _____

Email: _____

Occupation: _____

Signature of Referee: _____ Date: _____