



**CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS  
EMPLOYMENT APPLICATION FORM  
Teaching Position**

Applicants are required to submit this application form and return it with your cover letter and curriculum vitae addressed to the College Principal. The successful applicant will need to provide evidence of eligibility to work in Australia; current VIT registration; and academic transcripts. Applications are to be sent via email to [employment@crccs.vic.edu.au](mailto:employment@crccs.vic.edu.au)

|                              |  |
|------------------------------|--|
| <b>Position Applying For</b> |  |
|------------------------------|--|

| Personal Details  |  |                       |
|---|--|-----------------------|
| Surname   |  |                       |
| Given Name(s)   |  |                       |
| Address   |  |                       |
| Contact Number  | Mobile:  | Home:                 |
| Email   |  |                       |
| Are you an Australian citizen or a permanent resident of Australia? | <input type="checkbox"/> YES / <input type="checkbox"/> NO<br>If no, please attach a statement giving details of your residency status and provide a copy of a valid working visa. |                       |
| VIT Registration No.  |  |                       |
| Accredited to teach in a Catholic School                            | <input type="checkbox"/> YES / <input type="checkbox"/> NO   | Accreditation Number: |
| Accredited to teach Religious Education in a Catholic School        | <input type="checkbox"/> YES / <input type="checkbox"/> NO   | Accreditation Number: |

| Academic Qualifications   |             |                |
|---|-------------|----------------|
| <i>Please indicate qualifications, institutions and all subjects studied.<br/>If successful, academic transcripts of subjects studied will be required.</i> |             |                |
| Qualifications  | Institution | Year Completed |
|   |             |                |
|   |             |                |
|   |             |                |
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|   |             |                |

| <b>Teaching Experience</b>   |  |
|--|--|
| <i>Please indicate the teaching and/or curriculum areas that you are formally qualified to teach and have significant and verifiable teaching experience</i> |  |
| <b>Teaching Methods</b>  | <b>Teaching Experience (Subjects Taught)</b> |
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| <b>Previous Employment History</b> |                |                       |                         |                    |
|------------------------------------|----------------|-----------------------|-------------------------|--------------------|
| <i>List previous employers</i>     |                |                       |                         |                    |
| <b>Date From</b>                   | <b>Date To</b> | <b>Name of School</b> | <b>Subject or Areas</b> | <b>Year Levels</b> |
|                                    |                |                       |                         |                    |
|                                    |                |                       |                         |                    |
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|                                    |                |                       |                         |                    |
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|                                    |                |                       |                         |                    |

| <b>Administrative and Leadership Experience</b> |  |                               |  |
|---|--|-------------------------------|--|
| <b>Dates</b>                                    |  | <b>Name of School/Company</b> |  |
| <b>Position</b>                                 |  | <b>Key Duties</b>             |  |
| <b>Dates</b>                                    |  | <b>Name of School/Company</b> |  |
| <b>Position</b>                                 |  | <b>Key Duties</b>             |  |

| <b>Key Selection Criteria (please refer to position description)</b>  |
|---|
| <i>Please respond briefly to each of the key selection criteria in relation to the specific teaching position (max 3 pages overall)</i> |

**Other Professional Achievements**

*Please list other professional achievements that have not been previously noted*

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**Referees**

*Please list the details of three professional referees*

|    |      |                  |        |          |
|----|------|------------------|--------|----------|
| 1. | Name | Telephone Number | School | Position |
| 2. | Name | Telephone Number | School | Position |
| 3. | Name | Telephone Number | School | Position |

## 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.

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| <b>1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?</b>   |
| NO <input type="checkbox"/> YES <input type="checkbox"/>   |
| If yes, please provide details:  |
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| <b>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?</b>  |
| NO <input type="checkbox"/> YES <input type="checkbox"/>   |
| If yes, please provide details:  |
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| <b>3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?</b>  |
| NO <input type="checkbox"/> YES <input type="checkbox"/>   |
| If yes, please provide details:  |
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| <b>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?</b> |
| NO <input type="checkbox"/> YES <input type="checkbox"/>   |
| If no, this will be discussed further if you are offered an interview.   |

## **Applicant declaration**

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** \_\_\_\_\_

