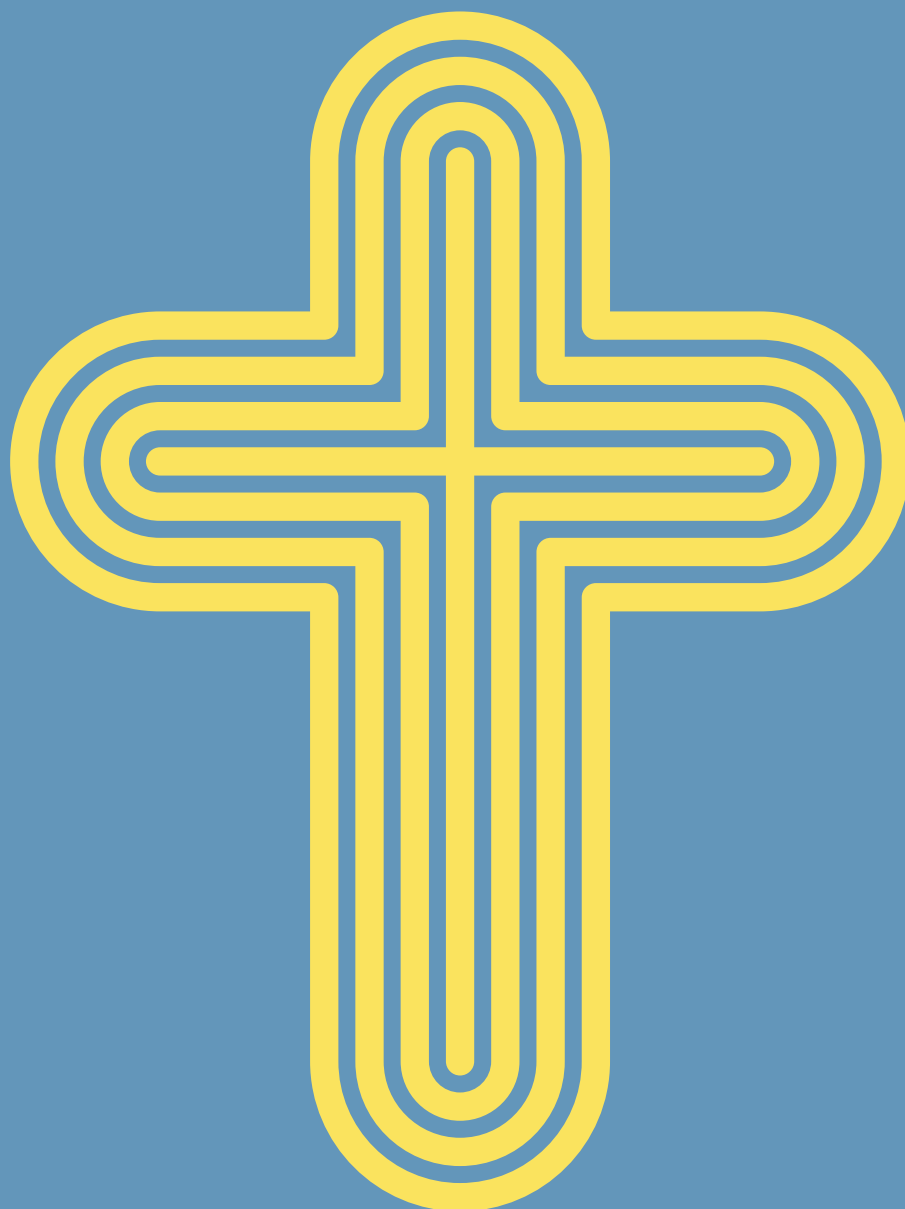


APPLICATION FOR A GENERAL EMPLOYEE POSITION



EMPLOYMENT COLLECTION NOTICE

In applying for employment in our central office or Diocesan schools you will be providing Catholic Education Diocese of Wagga Wagga with personal information.

If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent.

If you provide us with personal information of others, we encourage you to inform them that you are disclosing that information to Catholic Education Diocese of Wagga Wagga and why, and that they can access that information if they wish.

Catholic Education Diocese of Wagga Wagga does not usually disclose information to third parties.

All vacant positions are advertised on the Catholic Education Diocese of Wagga Wagga website at:

www.catholic.edu.au

Application for Employment as a General Employee in Catholic Education Diocese of Wagga Wagga (CEDWW)

Please return completed application package to phris@ww.catholic.edu.au or

205 Tarcutta Street Wagga Wagga NSW 2650, Australia

PLEASE INDICATE REGISTRATION YOU ARE SEEKING

- Administrative Services
- Classroom and Learning Support Services
- Operational Services.

PERSONAL DETAILS

Name:		
Address:		
City:	State:	Post Code:
Email Address:		Date of Birth:
Telephone:	Home:	Mobile:

EMPLOYMENT SOUGHT

Permanent	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Casual	<input type="checkbox"/>
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CEDWW Central Office Position		Administrative Services		Classroom and Learning Support Services	
Operational Services					
Cleaner		Maintenance & Outdoor		Canteen	
Other: <i>Please specify</i>					

EDUCATION

SECONDARY/TERTIARY LEVEL QUALIFICATONS			
Qualification Gained	Institution Attended	Years Attended	Date Awarded

OTHER RELEVANT QUALIFICATIONS <i>(Including current incomplete courses)</i>			
Qualification Gained	Institution Attended	Years Attended	Date Awarded

EMPLOYMENT RECORD

Please provide a full employment history including any employment gaps and reason for the gap/s from the date of your first employment after secondary education.

FULL EMPLOYMENT HISTORY				
Occupation	Employer	Year		Reason for Leaving
		From	To	

CRIMINAL RECORD

<p>1. Have you ever had a Working with Children Check (WWCC) clearance revoked or cancelled by the NSW Office of the Children's Guardian or been the subject of interim bar, or have you ever been declared a "prohibited person" under the <i>Child Protection (Prohibited Employment) Act 1998 (NSW)</i>?</p> <p>If yes, please give a brief description:</p>	<p>Yes No</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>
<p>2. Have you ever been informed by the NSW Office of the Children's Guardian that they would undertake a risk assessment into your suitability to hold a WWCC because of a matter identified in your history?</p> <p>If yes, please give a brief description:</p>	<p>Yes No</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>
<p>3. <i>(For applicants who have any at time worked in NSW)</i> Have you ever been the subject of an allegation of "reportable conduct" as defined in Part 3A of the Ombudsman Act 1974 (NSW) (i.e. Sexual offence/misconduct, assault, ill treatment, neglect or psychological harm of a child)?</p> <p>If yes, please give a brief description:</p>	<p>Yes No</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>
<p>4. <i>(For applicants who have at any time worked outside of NSW)</i> Have you ever been the subject of an allegation regarding harm to a child that resulted in notification to a statutory authority under the local child protection legislation?</p> <p>If yes, please give a brief description:</p>	<p>Yes No</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>
<p>5. Have you ever been the subject of a complaint or allegation regarding inappropriate conduct towards a child or young person?</p> <p>If yes, please give a brief description:</p>	<p>Yes No</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>

NOMINATED REFEREES

To support character and professional capability.

Character Referee – please provide details of one (1) person to act as a Character Referee (Parish Priest if possible)

Professional Capability Referees – Please provide details of your two (2) most recent Employer in schools/organisations where you were last appointed in a paid position

Character Referee	
Name:	Position:
School/Organisation	Email:
Address:	Mobile:

Professional Capability Referee	
Name:	Position:
School/Organisation	Email:
Address:	Mobile:

Professional Capability Referee	
Name:	Position:
School/Organisation	Email:
Address:	Mobile:

APPLICATION DECLARATION

By submitting this application, I declare that there is no reason for CEDWW to believe I am not suitable to work in child-related employment. I understand if CEDWW becomes aware that I have failed to disclose or inaccurately disclosed any information in this application, my application may be reviewed and/or employment may be terminated.

Applicant's Signature: _____ **Date:** _____

I certify that the information provided in the application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of my application and/or termination of employment.

Applicant's Signature: _____ **Date:** _____

PLEASE NOTE: THE FOLLOWING SECTIONS REQUIRE COMPLETION ONLY IF YOU ARE CURRENTLY NOT EMPLOYED BY CATHOLIC EDUCATION, DIOCESE OF WAGGA WAGGA (CEDWW) OR HAVE NOT WORKED FOR CEDWW IN THE LAST 12 MONTHS OR MORE.

EMPLOYMENT CHECK

WORKING WITH CHILDREN CHECK

This position requires **child-related work** which means you are required to obtain a **Working with Children’s Check Clearance Number** from Service NSW.

For further details: <https://www.service.nsw.gov.au/transaction/apply-working-children-check>

CEDWW will not finalise the application until we receive your WWCC number from you and verify your WWCC with the Office of the Children’s Guardian.

WWCC clearance number: _____

Date of WWCC: _____

Receipt attached? Yes No

PLEASE ANSWER THE FOLLOWING QUESTIONS

<p>1. Have you been convicted of any criminal offence, including where no sentence was imposed?</p> <p>If yes, please give a brief description below:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>2. Have you been charged with and criminal offence, including where the charge has been withdrawn or you were acquitted of the offence?</p> <p>If yes, please give details below. This should exclude any spent convictions.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>3. Have you ever been accused of physically, sexually or emotionally abusing or harming a child or a young person?</p> <p>If yes, please give a brief description below:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>4. <i>(For applicants who have at any time worked in NSW)</i> Have you ever been the subject of an allegation of “reportable conduct” as defined by the NSW Ombudsman (that is: sexual offence, sexual misconduct, assault, ill treatment, neglect or psychological harm of a child)?</p> <p>If yes, please give a brief description below:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

<p>5. <i>(For applicants who have at any time worked outside of NSW)</i> Have you ever been the subject of an allegation involving your conduct with a child or young person, such as sexual offence, sexual misconduct, assault, ill-treatment, neglect or psychological harm that resulted in a notification to a statutory authority under the local child protection legislation?</p> <p>If yes, please give a brief description below:</p>	<p>Yes</p> <p>No</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>6. Have you even been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm?</p> <p>If yes, please give a brief description below:</p>	<p>Yes</p> <p>No</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>7. Have you ever been the subject of a complaint/allegation and/or internal investigation that related to a breach of your professional boundaries and/or breach of Code of Conduct?</p> <p>If yes, please give a brief description below:</p>	<p>Yes</p> <p>No</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>8. During the last 5 years have you been the subject of formal performance management and/or disciplinary proceedings (or any action that might lead to such proceedings) in relation to your employment?</p> <p>If yes, please give a brief description below:</p>	<p>Yes</p> <p>No</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>9. As a result of any such proceedings or for any other reason, have you ever been suspended, dismissed or asked to resign from your position?</p> <p>If yes, please give a brief description below:</p>	<p>Yes</p> <p>No</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

HEALTH CHECK QUESTIONS

<p>1. Do you have any significant vision, voice or hearing loss or impairment that may impact on your capacity to carry out the full requirements of the position for which you are applying, or that may be aggravated or worsened by the duties of the position?</p> <p>If yes, please provide details:</p>	<p>Yes</p> <p>No</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>2. Is there any other information regarding your health history that may need to be known when considering your application for employment?</p> <p>If yes, please provide details:</p>	<p>Yes</p> <p>No</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

SUPPORTING DOCUMENTS

This application must be supported by the following supporting documents and you are required to mark off each as they are attached to the application form. If these are not included, your application will not be processed until received. You are not eligible to work in this Diocese until your application has been processed. All documents should be photocopies, certified by a Justice of the Peace.

Please note: If you have trouble locating a Justice of the Peace, please call McAlroy House on 02 6937 0000, as we do have some onsite.

Please Tick	
	<p>Documentary evidence of qualifications (Photocopy only should be forwarded by email, copies certified by a Justice of the Peace. Originals may be requested at interview)</p>
	<p>Identification Verification - 100 points (see attachment 2)</p>
	<p>Evidence of first aid/ CPR certificate (if applicable)</p>
	<p>Evidence of working with children number (copy of documentation)</p>

I understand that if medical information is required I may be asked to give written authorisation for CEDWW to seek relevant medical information. I acknowledge that willful suppression or inaccuracy may result in non-acceptance of this application and/or termination of employment.

Applicant's Signature: _____ **Date:** _____

I certify the accuracy of the information provide with this application. I consent to CEDWW contacting current referees as nominated on my application.

Applicant's Signature: _____ **Date:** _____

I understand that a valid NSW Working with Children's Check (WWCC) is required as part of the employment application process and it is a condition of any employment with CEDWW that I hold a valid WWCC at all times during any employment. In addition, a National Criminal Check may be required as part of the employment assessment process. The existence of a criminal record or other relevant record may affect this application for employment.

Applicant's Signature: _____ **Date:** _____

DIRECTORY

Please indicate all schools at which you would be prepared to work.

Primary Schools

Please Tick	TOWN	SCHOOL	ADDRESS
	Albury	St Patrick's	444 Kiewa Street, Albury 2640
	Albury	St Anne's	Cnr Curlew Cres & Lowry Street, North Albury 2640
	Albury	Holy Spirit	PO Box 299, Lavington 2641
	Berrigan	St Columba's	6-14 Corcoran Street, Berrigan 2712
	Coleambally	St Peter's	PO Box 8, Coleambally 2707
	Coolamon	St Michaels	PO Box 161, Coolamon 2701
	Corowa	St Mary's	PO Box 279, Corowa 2646
	Culcairn	St Joseph's	PO Box 153, Culcairn 2660
	Finley	St Joseph's	Coree Street. Finley 2713
	Ganmain	St Brendan's	46 Langham Street, Ganmain 2680
	Griffith	St Patrick's	PO Box 1452, Griffith 2680
	Holbrook	St Patrick's	Po Box 68, Holbrook 2644
	Jerilderie	St Joseph's	PO Box 93, Jerilderie 2716
	Junee	St Joseph's	PO Box 165, Junee 2663
	Leeton	St Joseph's	PO Box 833, Leeton 2705
	Lockhart	St Joseph's	39-45 Ferrier Street, Lockhart 2656
	Narrandera	St Joseph's	PO Box 248, Narrandera 2666

	Tocumwal	Sacred Heart	PO Box 88, Tocumwal 2714
	Tumbarumba	All Saints'	PO Box 10. Tumbarumba 2563
	Urana	St Francis Xavier	End Street, Urana 2645
	Yoogali	St Mary's	Edon Street, Yoogali 2680
	Wagga Wagga	Henschke	PO Box 7366, Mt Austin 2650
	Wagga Wagga	Sacred Heart	PO Box 8155, Koorungal 2650
	Wagga Wagga	Holy Trinity	PO BOx 4001, Ashmont 2650
	Wagga Wagga	Mater Dei	63 Gregadoo Rd, Wagga 2650
	Wagga Wagga	St Joseph's	Cnr Johnston & Tarcutta Street, Wagga 2650

Secondary Schools

Please Tick	TOWN	SCHOOL	ADDRESS
	Albury	Xavier High School	PO Box 518, Albury 2640
	Leeton	St Francis De Sales Regional College	102 Yanco Ave, Leeton 27052
	Griffith	Marian Catholic College	185 Wakaden Street, Griffith 2680
	Wagga Wagga	Kildare Catholic College	PO Box 1014, Wagga 2650
	Wagga Wagga	Mater Dei Catholic College	PO Box 8185, Koorungal 2650

Attachments

- Attachment 1 [Identification Document - Points Value](#)
- Attachment 2 [Guide to completing Working with Children Check](#)
- Attachment 3 [NSW and ACT Catholic Systemic Schools Enterprise Agreement 2017](#)

OFFICE USE ONLY
Qualifications
Attachments 100 Points of ID
Referees Listed: Referee Checks Sent: Referee Checks Returned:
Working with Children Number: Expiry Date: Date Verified:
Classification:
Employee Services Lead Check:
Registration Letter Sent: Nominated Schools Notified: