

APPLICATION FORM

OUR LADY OF MERCY COLLEGE

HEIDELBERG, VICTORIA



PRINCIPAL

commencing January 2018

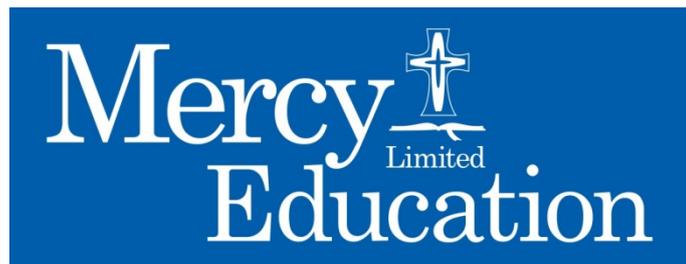
Applicants please note that to be considered for this outstanding leadership opportunity, they will need to meet the following Eligibility Criteria:

- a) *potential candidates must be practising Catholics and experienced educators committed to the objectives and ethos of Catholic Education*
- b) *you must provide a personal letter that addresses how you meet the requirements of the Key Selection Criteria along with;*
 - a. *a full Curriculum Vitae which should be included with this application;*
 - b. *referee forms forwarded to your nominated referees who will send the completed forms to Mercy Education by the required date.*
- c) *you must have a minimum four-year tertiary qualification although it would be advantageous to demonstrate significant progress towards a Masters degree or higher;*
- d) *you must possess a current VIT registration.*

Mercy Education is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

- e) *Working with Children Check status, or similar check*
- f) *proof of personal identity and any professional or other qualifications*
- g) *the person's history of work involving children*
- h) *references that address the person's suitability for the job and working with children.*

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).



SECTION 1: PERSONAL INFORMATION

<i>Please use block letters</i>		
SURNAME:		
TITLE:		
GIVEN NAMES:		
PRIVATE ADDRESS:		
	Postcode:	
TELEPHONE:	Business:	Mobile:
CURRENT ROLE:		
CURRENT EMPLOYER:		
CURRENT EMPLOYER ADDRESS:		
DATE OF COMMENCEMENT:		
PLACE OF BIRTH:		
NATIONALITY:		
RELIGION:		
PARISH OF ATTENDANCE:		
HOW DID YOU HEAR ABOUT THIS POSITION?		

SECTION 2: PROFESSIONAL QUALIFICATIONS

2.1 EDUCATION QUALIFICATIONS

For Tertiary Level qualifications, please attach transcripts for recent qualifications

ACADEMIC AND PROFESSIONAL QUALIFICATIONS		
QUALIFICATIONS	INSTITUTION	YEAR AWARDED

2.2 CURRENT TERTIARY STUDY BEING UNDERTAKEN

ACADEMIC AND PROFESSIONAL QUALIFICATIONS		
QUALIFICATIONS	INSTITUTION	COMPLETION EXPECTED

2.3 ACCREDITATION

- Please attach a copy of your Accreditation to Teach in a Catholic School Certificate and/or Accreditation to Teach Religious Education Certificate

ACCREDITATION STATUS		
ACCREDITATION LEVEL AND NUMBER	AWARDED BY	YEAR COMPLETED

2.4 TEACHER REGISTRATION

Please list membership number and expiry date for Victorian Institute of Teaching Registration. Proof of currency should be attached.

TEACHER REGISTRATION STATUS	
VIT NUMBER	EXPIRY DATE

SECTION 3: EMPLOYMENT RECORD

Please provide a full employment history including: employer/school, position held, years in position and areas of responsibility.

PREVIOUS EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
		FROM	TO

(Note: You must list all previous employers. If more space is required, increase the number of rows or add additional page)

SECTION 4:

VOLUNTEER WORK

VOLUNTEER WORK ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
		FROM	TO

(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, increase the number of rows or add additional page)

SECTION 5:

PRINCIPAL REVIEW

Give details of your most recent review processes e.g. Principal or Assistant Principal/Deputy Principal review. Please include details of school and year undertaken, strengths identified, recommendations and how they were addressed

REVIEW/APPRaisal TYPE: <i>(Formal; Formative; Summative)</i>	
SCHOOL AND YEAR CONDUCTED:	
STRENGTHS/COMMENDATIONS:	
RECOMMENDATIONS:	

HOW WERE THESE RECOMMENDATIONS ADDRESSED SUBSEQUENTLY?

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SECTION 6: OTHER INVOLVEMENTS WHICH MIGHT SUPPORT YOUR APPLICATION

6.1 RELEVANT PERSONAL PROFESSIONAL DEVELOPMENT

Give details of recent courses, conferences and seminars in the past three years that relate to this position. Include information on year, conference/seminar and relevance to position.

OTHER INVOLVEMENTS WHICH MIGHT SUPPORT YOUR APPLICATION	
PROFESSIONAL:	

6.2 OTHER INVOLVEMENTS IN COMMUNITY, RECREATION OR CHURCH

OTHER INVOLVEMENTS WHICH MIGHT SUPPORT YOUR APPLICATION	
COMMUNITY:	
RECREATIONAL:	
PARISH / CHURCH INVOLVEMENT:	

SECTION 7: REFEREES

The relevant assessment forms can be found within the application package in the Employment tab on the Mercy Education website. The template for these, along with the covering letter (provided) should be emailed by you to your referees with your name inserted. As they are confidential references you should request that your referee return the forms directly to the Selection Panel to chiefexecutive@mercy.edu.au

All four references will form part of your application and should be returned by your referee before the closing date of applications. Please list these three (3) professional referees here:

1. a person with whom you are currently working;
2. a person with whom you have worked in the past two to five years; and
3. your current employer or superior.

Please also include a parish priest reference. You may wish to record other referees' contact details on your curriculum vitae.

PARISH PRIEST'S NAME	PARISH	HOW LONG HAS YOUR PRIEST KNOWN YOU?	PHONE NUMBER
REFEREE'S NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER
1.			
2.			
CURRENT EMPLOYER'S OR SUPERIOR'S NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

SECTION 8:

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 is 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.

8.1 QUESTIONS

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?
NO <input type="checkbox"/> YES <input type="checkbox"/>
If yes, please provide details:
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.

8.2 PRE-EMPLOYMENT DISCLOSURE 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: _____

SECTION 9: APPLICATION FORM DECLARATION

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

I confirm that the information contained within this form is true and accurate.

SIGNATURE: _____ DATE: _____



Declaration of good character

www.vrqa.vic.gov.au

To be completed by the proprietor, all governing body members and the school principal. A principal means a person appointed to the position as principal of a registered school or a person in charge of a registered school (the Act section 1.1.3).

Note: If this information is not available at the time of the application, details must be provided by the applicant when they are known or before the school commences operation at the latest.

Answer ALL the following questions by crossing the correct box. Then date and sign the declaration.		
Have you been found guilty of an offence which involved theft, dishonesty or fraud?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been found guilty of an indictable offence which is, or which would if committed in Victoria be, an indictable offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you obtained education qualifications through dishonesty or assisted others to obtain education qualifications through dishonesty?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you, or have you been subject to an order or a law disqualifying you from being employed by or involved in managing a school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you the subject of current disciplinary action in any professional or occupational capacity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been the subject of disciplinary action in any professional or occupational capacity that involved a finding of guilt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever engaged in teaching:		
(i) when not registered as a teacher as required under the laws of the relevant country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
or	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) if registered as a teacher, contravened a condition, limitation or restriction on which your registration was granted?		
Are you or have you ever been bankrupt or have you taken the benefit of any law for the relief of bankrupt debtors, or compounded with your creditors or made an assignment of your property for your benefit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

 If you answered 'yes' to any question, please provide further details on a separate sheet of paper and attach it to this declaration.

Declaration of good character – May 2016



DECLARED on the	day of	20	(Day, month and year)
by	(Name of person signing)		
The	(Title of person signing)		
with the authority of and for and on behalf of	(Name of school)		
X	(Signature of person making the declaration)		