



## APPLICATION FOR NON-TEACHING POSITION

1. Where did you hear about this position?

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2. Personal Information

Title:	
Full Name:	Preferred Name:
Date of Birth:	
Residential Address:	
Postal Address:	
Phone:	
Email:	
Current Employer:	
Current Employer's Contact Details:	
Religious Denomination:	

3. Qualifications (Relevant to the position)

Qualification	Name of Institution	Year Obtained



**4. Work Experience (Relevant to the position):** Indicate in order, positions held, commencing with current or most recent

Employer	Position	Dates	Full Time/Part Time

**5. Catholic Education Western Australia (CEWA) Accreditation**

Have you completed:

Accreditation to Work in a Catholic school

Yes

No

**6. Professional Development (Obtained within the last two years)**

Course	Course Provider	Date Obtained

**7. Co-curricular Qualifications**

Bus Licence

Yes

No

Surf Rescue

Yes

No

First Aid

Yes

No



**8. Referees**

<b>Reference 1: Current Employer</b>
Name & Position:
Organisation:
Phone:
Email:

If you would prefer your current employer not be contacted, please outline your reasons below and nominate a previous employer or another person to whom you have reported to in the above 'Current Employer' section.

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<b>Professional Reference 2</b>
Name & Position:
Organisation:
Phone:
Email:

<b>Professional Reference 3</b>
Name & Position:
Organisation:
Phone:
Email:

<b>Parish Priest Reference (If Catholic)</b>
Name:
Parish:
Phone:
Email:

I have/have not advised the above referees they have been included on this application form.



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## 9. Attachments

Please email this completed application form with copies of the below documents to [Naglehr@cewa.edu.au](mailto:Naglehr@cewa.edu.au)

- Signed Declaration – Working in a Catholic School: A Statement of Principles (See Pages 6 and 7 of this application form)
- Cover Letter
- Curriculum Vitae
- Qualifications/Licences
- Accreditation certificates
- National Police History Check
- Working With Children Check



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## Collection of Information Notice

1. In applying for this position, you will be providing Nagle Catholic College with personal information.
2. 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.
3. You agree that we may store this information for as long as is necessary to finalise the appointment.
4. Nominated referees of short-listed applicants may be contacted prior to the offering of a position. Non-nominated referees may also be contacted.
5. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact upon the privacy of others.
6. We will not disclose this information to a third party without your consent.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information until the completion of the appointment process.
8. Any documentation provided by unsuccessful applicants will be destroyed at the completion of the appointment process.



## **Working in a Catholic School A Statement of Principles**

The philosophy of Catholic education has been expressed in many Church documents since the Second Vatican Council. Whilst the Catholic school is accountable to the community for the provision of quality education to its students, it is accountable also to the Church community for providing this education within the context of Gospel values as espoused by the Catholic tradition. The Catholic school is more than an educational institution: it is a key part of the Church, an essential element in the Church's mission.

The Catholic education philosophy reveals a concern for an education which combines sound knowledge and skills with an overall personal development based in Christian values. Such an education is dependent for its effectiveness on a high level of interpersonal relationship between staff and pupil through which the staff member witnesses to the essential values of Christ.

Staff members in the Catholic school are more than employees. They minister in the name of the Church and of the Gospel and as such participate actively in the life of the Church and have a pastoral concern for each individual student.

It is expected all staff employed in a Catholic School will perform conscientiously and competently the duties, they are assigned by the Principal in accordance with normal practice in Catholic schools.

Staff should help maintain an atmosphere of charity and justice within the school, as would be expected in a community and help ensure the provision of the Catholic religious perspective in the teaching and learning process and in all activities of the school in which staff and students engage.

All staff have a responsibility to develop and maintain an adequate understanding of those aspects of Catholic teaching which relate to their subject areas. By their example, all staff provide a Christian leadership role for all members of the school community.

Only a person supportive of Catholic Educational philosophy may be a staff member in a Catholic school. Staff bear witness to Christ and Christian values in their own conduct and by personally supporting, evaluating, developing and disseminating the Catholic school philosophy.

The Catholic School and the staff in the Catholic School are committed to extending the invitation of Jesus to "Come, Follow Me".

The objectives which staff in a Catholic school undertake to support and promote require them to:

- (i) Give regular and efficient instruction for the academic, physical and spiritual development of the pupils;
- (ii) Participate in worship and prayer in the school; and
- (iii) Adhere to Catholic principles and by personal example, integrity and behaviour, support Catholic moral standards.



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## Declaration

I declare that the information in this application is complete and correct in every detail.

I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment. I have read "Working in a Catholic School: A Statement of Principles" and concur with its contents and agree to support the objectives outlined.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_