Thank you for your inquiry about the position of Plus One Literacy Classroom Teacher (Terms 3 &4, 2022).

Please find attached the following material:

- Application Form

You are required to respond to the criteria stated in a letter no more than 3 pages addressing your suitability to this position.

If you have any further queries, please do not hesitate to contact the school by either phone or e-mail.

Yours faithfully

Sarah Iddles
Principal

Commitment to Child Safety

At St. Joseph's we strive to maintain a child safe and child friendly environment where children are safe and feel free to enjoy life to the full without any concern for their safety. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse.

Application for Employment – *Terms 3 & 4, 2022 - Plus One Literacy Classroom Teacher Position*

St. Joseph's Cobram 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:

a) Working with Children Check status, or similar check

b) proof of personal identity and any professional or other qualifications

c) the person's history of work involving children

d) 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 authorites, 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 wish to apply for employment to the Plus One Literacy *Classroom Teacher* position advertised in the

_____ on _____

(Newspaper, Website, etc) *(Date)*

PERSONAL	**TITLE**	**GIVEN NAME(S)**		**SURNAME**
	MR☐ MRS☐ MISS☐MS☐ OTHER			
	ADDRESS		**PHONE NUMBERS**	
			Home	
			Mobile	
			Work	

EDUCATION	**QUALIFICATIONS ATTAINED**	**YEAR COMPLETED**	**NAME OF INSTITUTION**
CURRENT EMPLOYMENT	**CURRENT PLACE OF EMPLOYMENT**		**POSITION**
	ADDRESS OF CURRENT PLACE OF EMPLOYMENT		**PHONE NUMBER**
			DATE BEGAN
	DUTIES (FOR EXAMPLE: SUBJECTS/GRADES TAUGHT IF CURRENTLY TEACHING)		

PREVIOUS EMPLOYMENT

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

(Note: You must list all previous employers. If more space is required, attach a separate sheet)

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, attach a separate sheet)

REFEREES

NAME	POSITION	EMPLOYER	PHONE NUMBER

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 (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?
NO☐ YES☐
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☐ YES☐
If yes, please provide details:
3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?
NO☐ YES☐
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.

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:** _____ / _____ / _____