

APPLICATION FOR A LEADERSHIP POSITION



**CATHOLIC EDUCATION, DIOCESE OF
WAGGA WAGGA**

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 Schools Office website at:

www.catholic.edu.au

Application for a Leadership Position

Please return completed application package to recruitment@ww.catholic.edu.au
or 205 Tarcutta Street Wagga Wagga NSW 2650, Australia

PLEASE INDICATE POSITON YOU ARE SEEKING

- Principal Assistant Principal
 Other

PERSONAL DETAILS

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

EDUCATION

TERTIARY LEVEL QUALIFICATONS			
Qualification Gained	Institution Attended	Years Attended	Date Awarded

CURRENT TERTIARY STUDY BEING UNDERTAKEN (attach evidence of enrolment)			
Qualification Gained	Institution Attended	Years Attended	Date Awarded

ANY RELEVANT RECENT TRAINING / COURSE / QUALIFICATION

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 tertiary education. (Please attach additional documentation if required).

FULL EMPLOYMENT HISTORY

Occupation	Employer	Year		Reason for Leaving
		From	To	

SCHOOL LEADERSHIP POSITION/S HELD (Please attach additional documentation if required).

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 <input type="checkbox"/></p> <p>No <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 <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>3. (For applicants who have any at time worked in NSW) 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 <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>4. (For applicants who have at any time worked outside of NSW) 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 <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>5. Have you ever been the subject of a complaint or allegation regarding inappropriate conduct towards a child of young person?</p> <p>If yes, please give a brief description:</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

ACCREDITATION TO WORK TEACH & LEAD IN CATHOLIC SCHOOLS POLICY

The [Accreditation to Work, Teach and Lead Policy](#) requires all leaders to be working towards or accredited to the level of Category E.

NOMINATED REFEREES

Current Employer	
Name:	Position:
Organisation:	Email:
Phone:	Mobile:

Parish Priest	
Name:	Position:
Organisation:	Email:
Phone:	Mobile:

Professional Referee 1	
Name:	Position:
Organisation:	Email:
Phone:	Mobile:

Professional Referee 2	
Name:	Position:
Organisation:	Email:
Phone:	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><input type="checkbox"/></p> <p><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><input type="checkbox"/></p> <p><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><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>4. (For applicants who have at any time worked in NSW) 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><input type="checkbox"/></p> <p><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>	Yes No	<input type="checkbox"/> <input type="checkbox"/>
<p>6. Have you ever 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>	Yes No	<input type="checkbox"/> <input type="checkbox"/>
<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>	Yes No	<input type="checkbox"/> <input type="checkbox"/>
<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>	Yes No	<input type="checkbox"/> <input type="checkbox"/>
<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>	Yes No	<input type="checkbox"/> <input type="checkbox"/>

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 <input type="checkbox"/></p> <p>No <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 <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

NSW EDUCATION STANDARDS AUTHORITY (NESA) REQUIREMENTS

Are you an Existing Teacher?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you registered with the NSW Education Standards Authority (NESA)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is your NESA number?	NESA No:	
Name of TAA (initial Teacher Accreditation Authority) e.g. Catholic Education Diocese of Wagga Wagga		
What is your current accreditation level?	<input type="checkbox"/> Graduate Provisional <input type="checkbox"/> Graduate Conditional <input type="checkbox"/> Professional Competence/Proficient <input type="checkbox"/> Professional Accomplishment/Highly Accomplished <input type="checkbox"/> Professional Leadership/Lead	
What is your membership status with the NSW Educational Standards Authority (NESA)?	<input type="checkbox"/> Active <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Mutual Recognition <input type="checkbox"/> Other, please specify	
Are you currently financial with the NSW Educational Standards Authority (NESA)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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:** _____