# APPLICATION FOR PRINCIPAL POSITION

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**Position(s) applied for:**

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| **1. Personal Information** |

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| --- | --- | --- | --- | --- | --- | --- |
|       |  |       |  |       |  |       |
| Title |  | Surname |  |  | Christian Names |  |  | Date of Birth |
| Home |       |  | Postal |       |
| Address |       |  | Address |       |
|  |  |  |  |  |  |  |  |  |  |
| HomeTel No. |       | Work Tel No. |       |  Mobile |       |
|  |  |  |  |  |  |  |  |  |  |
| Email |       |  |
|  |  |  |  |  |
| Parish Priest |       |  Parish |       |

Do you identify as Aboriginal and/or Torres Strait Islander?

 [ ]  Yes [ ]  No

Have you ever been convicted in a court of law other than for a traffic offence?

 [ ]  Yes [ ]  No

Have you ever been the subject of any disciplinary measures by a previous employer?

 [ ]  Yes [ ]  No

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| **2. Educational Details** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Institution | City/State | Year Completed | Qualification |
| Tertiary Education (Completed) |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Courses currently being undertaken |
|       |       |       |       |
|       |       |       |       |

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| Teaching Registration No. / State:  |       |       |
|       |       |
| Catholic Education Accreditation No.: |       |
| Catholic Education Accreditation type: |       |

Please give details of professional memberships / associations

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|       |

Please give details of recent and relevant professional development

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| **3. Employment Details** |

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| --- |
| Present Employment |
| StartDate | Date of completion | School / Employer | Suburb/town | Classes Taught | Position  |
|       |       |       |       |       |       |
| Past Employment |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
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|  |  |  |
| --- | --- | --- |
| Name of Current Employer |       |  |
|  |  |  |  |  |  |
| Address of Current Workplace |       |  |
|       |
| Email |       |  |
|  |  |  |  |  |  |
| Telephone |       |  | Fax  |       |  |

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| **4. Referees**  |

**Note:** One of your references must be your Parish Priest/Leader of your faith community.

1. **Written Referees**

|  |  |
| --- | --- |
| Name |  |
|  |  |  |  |  |
| Address |  |
|  |  |  |  |
| Private Tel |  | Work |  |
|  |  |  |  |
| Mobile |  |  |  |
|  |  |  |  |
| Email |  |
|  |  |
| Relationship to self |  | Occupation |  |

|  |  |
| --- | --- |
| Name |  |
|  |  |  |  |  |
| Address |  |
|  |  |  |  |
| Private Tel |  | Work |  |
|  |  |  |  |
| Mobile |  |  |  |
|  |  |  |  |
| Email |  |
|  |  |
| Relationship to self |  | Occupation |  |

|  |  |
| --- | --- |
| Name |  |
|  |  |  |  |  |
| Address |  |
|  |  |  |  |
| Private Tel |  | Work |  |
|  |  |  |  |
| Mobile |  |  |  |
|  |  |  |  |
| Email |  |
|  |  |
| Relationship to self |  | Occupation |  |

1. **Verbal Referees**

|  |  |
| --- | --- |
| Name |  |
|  |  |  |  |  |
| Address |  |
|  |  |  |  |
| Private Tel |  | Work |  |
|  |  |  |  |
| Mobile |  |  |  |
|  |  |  |  |
| Email |  |
|  |  |
| Relationship to self |  | Occupation |  |

|  |  |
| --- | --- |
| Name |  |
|  |  |  |  |  |
| Address |  |
|  |  |  |  |
| Private Tel |  | Work |  |
|  |  |  |  |
| Mobile |  |  |  |
|  |  |  |  |
| Email |  |
|  |  |
| Relationship to self |  | Occupation |  |

**Disclosure of Information:**

All applicants for teaching positions and/or positions involving ongoing student contact are advised that it is their responsibility to provide with their applications any information which may be relevant to the employer's decision as to whether to offer employment. Failure to provide complete, accurate information may result in dismissal. Such information should include:

* Details of teaching/professional and other qualifications and experience
* Details of any medical condition which may affect appointment or deployment
* Details of any circumstances which may prevent taking up an appointment in any location within the Northern Territory
* Details of any relevant criminal convictions (Note that you are **not** required to provide any information that is 'irrelevant criminal record' under the *Anti-Discrimination Act* or any spent convictions under the *Crimes Act*.)

Applicants are further advised that the Catholic Education Office (NT), as a part of the usual recruitment process, does contact the applicant’s past employers as listed in the application presented, to verify information provided. It is a condition of employment that applicants sign consent for authority to release relevant criminal convictions through a Police check.

I declare that, to the best of my knowledge, the information given on this application form is correct. I have read the documents ‘Principles of Employment in NT Catholic Schools’ and ‘Sharers of the Vision’ and I agree to support the objectives and standards contained therein.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Signed:

**Please return application via email to: Sneha.Chavan@nt.catholic.edu.au by 3 November 2019.**

To assist us with our recruitment advertising please respond to the following questions: (Please tick the appropriate boxes below)

1. Where did you see this position advertised?

[ ]  NT News [ ]  The Australian [ ]  Seek [ ]  Career One [ ]  Teachers on NET

[ ]  Catholic Education Office Website [ ]  Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_