



Loreto Normanhurst

EMPLOYMENT APPLICATION FORM *Teaching Staff*

POSITION APPLIED FOR: _____

SECTION A - PERSONAL

Surname (Block letters) _____ Other Names _____ Title _____

Former names (if applicable) _____

Date of birth _____

Home address _____

Postcode _____

Postal address _____

Postcode _____

Telephone numbers

Home _____ Business _____

Mobile _____ Fax _____

Email _____

RELIGION

Not all staff members at Loreto Normanhurst are Catholic. ***However, every staff member is expected to actively support the Catholic, and specifically Loreto, ethos of the school.***

Religion _____ Parish _____

HEALTH

Do you have a medical condition/disability which may prevent you from performing the role for which you have applied at Loreto Normanhurst? Yes/No

If yes, please provide details _____

Have you had any previous Workers' Compensation claims? Yes/No

If yes, please provide details _____

CRIMINAL HISTORY CHECK

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position.

Relevant criminal history checks will be conducted on recommended applicants.

Declaration

I have:

- convictions of sexual and/or drug offences Yes/No
- convictions of other criminal offences, within the last ten years Yes/No
- child sexual assault charges dealt with under Section 556A of the NSW Crime Act 1990 Yes/No
- child sexual assault charges under other Acts Yes/No
- charges that have not been heard carrying a penalty of 12 months or more imprisonment Yes/No
- been subject to disciplinary action in relation to sexual misconduct or harassment Yes/No

Your WWCC Working with Children Check Number: _____

SECTION B – EDUCATIONAL (Please attach copies of certificate, degree, etc.)**SECONDARY**

School	Years of attendance	Certificates awarded

TERTIARY

Name and location of institute	Years of attendance	Degree, Diploma or Certificate conferred

TEACHER CLASSIFICATION (This information must be completed)

What is your Teacher Accreditation number? _____

Date of achievement of Proficient Teacher Accreditation (NESAs) (if applicable, please attach certificate): _____

If accredited Provisionally/Conditionally, when is your Proficient Teacher Due Date? _____

If accredited as Proficient Teacher, when is your Maintenance Due Date? _____

Date of achievement of Experienced Teacher Accreditation (ISTAA) (if applicable, please attach certificate): _____

Other educational, professional or technical qualifications (including short courses).

Do you hold a current First Aid Certificate? Yes/No

Do you hold a current driver's licence? Yes/No
If yes, what category licence? _____

PROFESSIONAL ASSOCIATIONS

List any professional associations of which you are a member.

TECHNOLOGY SKILLS

Are you comfortable working in an environment where the majority of documents are exchanged electronically over a computer network? Yes/No

Are you conversant with the use of e-mail as a means of communication? Yes/No

Have you had experience working with Microsoft Office, specifically Microsoft Word and Microsoft Excel? Yes/No

Do you have access to a: Yes/No
desktop computer? Yes/No
laptop computer?

EXTRA-CURRICULAR

All teaching staff at Loreto Normanhurst are expected to be involved in the extra-curricular life of the school, for example, coaching a sport team, managing a sport code, coaching debating or future problem solving team, involvement with a social justice group. Please specify any particular expertise or interest you may have in the area of extra-curriculum.

PASTORAL CARE

All staff at Loreto Normanhurst are expected to be involved in the pastoral care initiatives of the school. This includes care and support of a vertical tutor group within the House structure. Please outline any areas of expertise or interest you have in the area of pastoral care.

SECTION C - EMPLOYMENT

Name and address of current employer: _____

Name of Principal: _____

Period of employment: from: _____ to _____
(DDMMYY) (DDMMYY)

Position held: _____

Main duties and responsibilities: _____

Current base salary (including any allowances): _____

Current teaching load: _____

Please indicate any variations to your teaching load over the course of your employment with your current employer in addition to any periods of leave (e.g.: leave without pay, maternity leave, etc.).

PAST EMPLOYMENT

Please indicate all previous positions held commencing with the most recent position.

Please indicate any variations to your teaching load over the course of your employment with each employer, including periods of leave (e.g.: leave without pay, maternity leave, etc.).

Please attach statements of service.

From (DDMMYY)	To (DDMMYY)	Name and Address of Employer	Position held	Teaching Load

You may wish to comment on positions of special responsibility you have held or other experience relevant to this application.

SECTION D - OTHER PARTICULARS

COMMUNITY INVOLVEMENT

Describe any ways you have been involved in activities associated with your local community and/or parish.

EDUCATIONAL PHILOSOPHY

Please outline what you consider to be the major issues in education today.

REFEREES

State the name, occupation and address of three persons to whom reference may be made in regard to character and professional competency. **One of these persons must be a recent or current employer.**

REFEREE 1
Name: _____
Occupation: _____
Address: _____
Phone: _____

REFEREE 2
Name: _____
Occupation: _____
Address: _____
Phone: _____

REFEREE 3
Name: _____
Occupation: _____
Address: _____
Phone: _____

A 100 point identification check will be required for all preferred applicants.

DECLARATION

I certify that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Signature _____

Date _____

Applications for employment at Loreto Normanhurst should include:

- Letter of Application
- Employment Application Form
- Curriculum Vitae
- Academic transcripts, qualifications and / or certificates (copies only)
- Statements of Service (copies only)
- NSW Institute of Teachers Accreditation Certificates (copies only)

and be forwarded by the nominated date to:

Ms M Ugonotti
Principal
Loreto Normanhurst
Pennant Hills Road
NORMANHURST NSW 2076
Fax: (02) 9489 2348

PRIVACY INFORMATION

- In applying for this position you will be providing Loreto Normanhurst 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 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 on the privacy of others.
- We will not disclose this information to a third party without your consent.
- We are required to conduct a criminal record check and to collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law.
- Where you have provided us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
- Your application will be securely stored by Loreto Normanhurst for three months.