**Application Form**

**Head of Campus**



**St Laurence FLC**

**Newcastle**

Return ‘Confidential’ to:

The Executive Director

Edmund Rice Education Australia

Post: PO Box 91

Richmond Vic 3121

Email: [recruitment@erea.edu.au](mailto:recruitment@erea.edu.au)

Employment Collection Notice

1. In applying for this position you will be providing Edmund Rice Education Australia (EREA) with personal information.
2. If you provide EREA with personal information, for example your name and address or information contained on your resume, EREA will collect the information in order to assess your application.
3. EREA may keep this information on file if your application is unsuccessful in case another position becomes available. We will not disclose this information to a third party without your consent.
4. You may seek access to your personal information held by EREA 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.
5. This information will be provided to the interview panel for the position for which you are applying.
6. If you provide EREA with the personal information of others, we encourage you to inform them that you are disclosing that information and why; that they can access that information if they wish; that EREA does not usually disclose the information to third parties.

# PERSONAL INFORMATION

|  |  |
| --- | --- |
| **Surname:** |  |
| **Christian Names:** |  |
| **Home Address:** |  |
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| **Home Telephone:** |  |
| **Mobile Phone:** |  |
| **Present Position:** |  |
| **Current school/office name:** |  |
| **Address:** |  |
|  |  |
| **Telephone:** |  |
| **Preferred Email contact:** |  |
| **Preferred Postal contact:** |  |
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**REFEREES**

Names and addresses of **three** people who have consented to act as referees and who have been approached to provide written references.

PLEASE NOTE, IT IS THE APPLICANT’S RESPONSIBILITY TO ENSURE THAT ALL THREE REFEREE REPORTS ARE RECEIVED BY THE DUE DATE AND ON THE APPROPRIATE FORM.

*NB. The Executive Director of EREA reserves the right to contact persons not nominated by the applicant.*

|  |  |
| --- | --- |
| Supervisor *(Current Principal or equivalent)* | |
| **Name** |  |
| **Position** |  |
| **Location** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |

*If you do not want the person nominated in 1.1 to be contacted, please outline your reasons and nominate as a referee a previous employer / supervisor or another person to whom you have been responsible in your employment.*

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| **Reason** |  |
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| Alternative to 1.1 | |
| **Name** |  |
| **Position** |  |
| **Location** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |

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| Professional Colleague*(This Reference Check should be completed by a recent employer another senior professional colleague.)* | |
| **Name** |  |
| **Position** |  |
| **Location** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |

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| --- | --- |
| Professional Colleague | |
| **Name** |  |
| **Position** |  |
| **Location** |  |
| **Phone** |  |
| **Mobile** |  |
| **Email** |  |

# QUALIFICATIONS

## Tertiary Education Qualific*ation*s (including those for Religious Education)

*Please list from most recent and attach copies of academic transcripts.*

|  |  |
| --- | --- |
| **Years attended**  **(Most recent eg. 1999 - 2002)** |  |
| **Institution** |  | |
| **Qualifications** |  | |
| **Major area/s Study** |  | |

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| **Years attended**  **(Most recent eg. 1999 - 2002)** |  |
| **Institution** |  | |
| **Qualifications** |  | |
| **Major area/s Study** |  | |

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| **Years attended**  **(Most recent eg. 1999 - 2002)** |  |
| **Institution** |  | |
| **Qualifications** |  | |
| **Major area/s Study** |  | |

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| **Years attended**  **(Most recent eg. 1999 - 2002)** |  |
| **Institution** |  | |
| **Qualifications** |  | |
| **Major area/s Study** |  | |

## Other Qualifications

|  |  |
| --- | --- |
| **Years attended**  **(Most recent eg. 1999 - 2002)** |  |
| **Institution** |  | |
| **Qualifications** |  | |
| **Major area/s Study** |  | |

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| **Years attended**  **(Most recent eg. 1999 - 2002)** |  |
| **Institution** |  | |
| **Qualifications** |  | |
| **Major area/s Study** |  | |

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| **Years attended**  **(Most recent eg. 1999 - 2002)** |  |
| **Institution** |  | |
| **Qualifications** |  | |
| **Major area/s Study** |  | |

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| **Years attended**  **(Most recent eg. 1999 - 2002)** |  |
| **Institution** |  | |
| **Qualifications** |  | |
| **Major area/s Study** |  | |

## Relevant Personal Professional Development

*Give details of courses, conferences, and seminars attended within the past three years that relate to this position. Please list:*

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## Membership of Professional Organisations

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| --- | --- | --- | --- |
| **Name of Teacher Registration Organisation** |  | | |
| **Teacher Registration Number** |  | **Expiry Date** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Working with Children Number (if applicable)** |  | **Expiry Date** |  |

*Please list Professional Organisations below:*

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# EXPERIENCE

## Teaching Experience (including Religious Education)

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| **Years *(from most recent)*** | **Name of College/Organisation** | **Subjects taught** |
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## Leadership Experience

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| **Years *(from most recent)*** | **Name of College/Organisation** | **Positions held** |
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1. **SELECTION CRITERIA**

The Selection Criteria should be addressed in no more than 5 x A4 pages and attached to this application along with additional relevant information.

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| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |

**NB. The preferred applicant will be required to sign an Employment Screening Declaration prior to any appointment being finalised.**

Your assistance in identifying where you found out about this position will assist us in planning for future advertisements.

|  |  |
| --- | --- |
| EREA Website |  |
| Local newspaper |  |
| The Australian |  |
| CathNews |  |
| Catholic Jobs Online website |  |
| Catholic Education website |  |
| School Website |  |
| Word of Mouth |  |
| Other (please specify) | | |