Confidential to the Principal and relevant senior staff

Application for the position of

Education Assistant

Name: ________________________________

1. Please fill in ALL sections of this form, even if you wish to attach a Curriculum Vitae.

2. Your covering letter should explain your reasons for applying for this position AND any other relevant information you may wish to include.

3. Please attach this Application Form to your letter of application and forward to the Principal's Secretary [admin@sjsnortham.wa.edu.au]. All queries should be directed to the Principal on 9621 3500.

4. The Principal reserves the right to seek information from people listed in your application.

5. Successful applicants will be expected to uphold the Catholic ethos of the College.

6. In accordance with regulations for employee screening it is necessary for all staff in Catholic schools to have a current Working With Children Card.

7. In applying for this position you will be providing St Joseph’s School Northam 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. By submitting this application you agree that we may store this information for as long as necessary.

8. We will not disclose this information to a third party without your consent.

9. If you provide 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, that the School does not usually disclose the information to third parties and that we may store their information for as long as necessary.
1. Name:

(Surname) ____________________________ (Christian Name) ____________________________

(Address) __________________________________________________________

Postcode: _______ Home Phone: ___________________

Mobile: ________________________________

Email Address: __________________________________________________________

Date of Birth: ______________________________

2. Religion: ____________________________ Parish: _____________________________

3. Working With Children Card No.: ________________ Attach copy

4. CrimTrac Police Clearance: Yes / No Attach copy

5. CPP & Mandatory Reporting Certificate: Yes / No Attach copy

6. SECONDARY EDUCATION QUALIFICATIONS

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>School</th>
<th>Year Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. TAFE/TERTIARY EDUCATION QUALIFICATIONS

(Attach photocopies, NOT originals of degrees certificates, results statements, etc.)

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Institution</th>
<th>Year Awarded</th>
<th>Full Time Study Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. ACCREDITATION IN A CATHOLIC SCHOOL [Attach copies, not originals]

Please list accreditation information.

Accreditation

<table>
<thead>
<tr>
<th>Accreditation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

9. WORKING EXPERIENCE

Please list all previous appointments commencing with the most recent.

<table>
<thead>
<tr>
<th>School</th>
<th>No. of years in school</th>
<th>Full Time or % Part Time</th>
<th>Year Level/Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10. REFEREES:

Professional:
Name: ________________________________________________
Position: ________________________________________________________________
Address: ________________________________________________________________
Postcode: ___________ Telephone: _______________ Mobile: _______________

Professional:
Name: ________________________________________________
Position: ________________________________________________________________
Address: ________________________________________________________________
Postcode: ___________ Telephone: _______________ Mobile: _______________

Personal:
Name: ________________________________________________
Position: ________________________________________________________________
Address: ________________________________________________________________
Postcode: ___________ Telephone: _______________ Mobile: _______________

I certify that all the information provided is true and accurate.

Signature of Applicant: ___________________________ Date: _____________

Checklist / Office Use:

<table>
<thead>
<tr>
<th>Qualifications [i.e. Cert III]</th>
<th>Y / N</th>
<th>Referees</th>
<th>Y / N</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWC</td>
<td>Y / N</td>
<td></td>
<td>Y / N</td>
</tr>
<tr>
<td>Accreditation To Work</td>
<td>Y / N</td>
<td></td>
<td>Y / N</td>
</tr>
<tr>
<td>CrimTrac</td>
<td>Y / N</td>
<td></td>
<td>Y / N</td>
</tr>
<tr>
<td></td>
<td>Y / N</td>
<td></td>
<td>Y / N</td>
</tr>
</tbody>
</table>