



# St Norbert College

*"Ad Omnia Paratus"*  
is translated as "Prepared for All Good Works".  
As an order accountable school, the employing  
authority is the Norbertine Canons Inc.

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Queens Park WA 6107  
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Cannington WA 6987  
Telephone (08) 9350 5433  
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St Norbert  
College

## APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: .....

CIRCLE: (Part-time/Full-time) DATE: .....

### 1. PERSONAL

NAME: .....

ADDRESS: .....

PHONE: (H) ..... PHONE: (W) .....

(MOBILE): ..... EMAIL: .....

Australian Permanent Resident? Yes  No  Aboriginal/Torres Strait Island descent? YES  NO

Visa No: .....

#### If born outside Australia:

Country of Birth: ..... Nationality: .....

Country of Citizenship: ..... Date of Arrival Australia: .....

RELIGIOUS AFFILIATION: .....

### 2. QUALIFICATIONS

#### 2.1 EDUCATIONAL QUALIFICATIONS

Qualification	Name of Institution	Year Obtained

#### 2.2 OTHER QUALIFICATIONS

(eg Senior First Aid Certificate, Bronze Medallion). Include year qualification was attained and institute attended, if applicable.

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.....

### 3. EXPERIENCE

#### 3.1 TEACHING EXPERIENCE

Indicate in order, positions held, commencing with current or most recent. (Beginning Teachers should list three most recent practice teaching experiences.)

Total Full Years of Teaching Experience:

School Current Employer	Dates	Position Held Years/Subject	Full Time Part-Time (FTE)

**3.2 ADMINISTRATIVE EXPERIENCE**

(Provide details of the administrative role, responsibilities and length of time in the position. List achievements).

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You may wish to comment on positions of responsibility you have held:

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.....  
.....

**4. DO YOU HOLD THE FOLLOWING IN YOUR SCHOOL? (if applicable)**

Senior Teacher (Catholic Schools) 1

Yes

No

Senior Teacher (Catholic Schools) 2

Yes

No

Exemplary Teacher (Catholic School)

Yes

No

Other Senior Teacher Status from other systems (please explain):

.....  
.....

**5. PROFESSIONAL DEVELOPMENT**

Have you completed the following? Please tick each box and provide documentary evidence, if applicable:

CEO Accreditation: Orientation

Yes

Year

No

Accreditation to work in a Catholic School (Acc A)?

Yes

Year

No

Accreditation to teach Religious Education (Acc B)?

Yes

Year

No

Accreditation for Leadership of Religious Educ (Acc C)?

Yes

Year

No

Other recent Professional Development undertaken (please explain):

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.....  
.....  
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**6. EXTRA CURRICULAR QUALIFICATIONS/EXPERIENCES**

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**7. HOBBIES/INTEREST**

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**8. PARISH/COMMUNITY INVOLVEMENT**

Describe ways you are/have been involved in your Parish and/or Community.

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.....

**9. PROFESSIONAL ASSOCIATIONS**

List membership of professional and / or teacher associations.

.....  
.....

**10. REGULATORY REQUIREMENTS**

I have included a copy of a current 'Crimtrac' 100 Point Police Clearance?      Yes      No

I have included a copy of my TRBWA registration card?      Yes      No      Number:.....

**11. REFEREES**

Names and addresses of persons who have consented to act as referees. *(The Principal reserves the right to contact persons not nominated by the applicant.)*

**11.1 CURRENT EMPLOYER**

Name: .....

School: .....

Contact Telephone Number: ..... Mobile:.....

**11.2 PROFESSIONAL REFEREE** (a person with whom you have worked)

Name: .....

Position: .....

Contact Telephone Number: ..... Mobile:.....

**11.3 PROFESSIONAL REFEREE** (a person with whom you have worked)

Name: .....

Position: .....

Contact Telephone Number: ..... Mobile:.....

**11.4 PARISH PRIEST/MINISTER** (if applicable)

Name: .....

Parish: .....

Contact Telephone Number: ..... Mobile:.....

**I have/have not advised the above referees that they have been included on this Application Form.**

**12. ATTACHMENTS** – I have attached photocopies of:

- a) Academic Transcripts
- b) TRBWA
- c) Accreditation Certificates
- d) Working With Children

*Please note: Attach this Application Form to your letter of Application detailing other personal details that may be relevant to the position along with the listed attachments, and address to 'The Principal'.*

## TEACHING IN A CATHOLIC SCHOOL A STATEMENT OF PRINCIPLES

The philosophy of Catholic education has been expressed in many Church documents since the Second Vatican Council. Whilst the Catholic school is accountable to the community for the provision of quality education to its students, it is accountable also to the Church community for providing this education within the context of Gospel values as espoused by the Catholic tradition. The Catholic school is more than an educational institution: it is a key part of the Church, an essential element in the Church's mission.

The Catholic education philosophy reveals a concern for an education which combines sound knowledge and skills with an overall personal development based in Christian values. Such an education is dependent for its effectiveness on a high level of interpersonal relationship between teacher and pupil through which the teacher witnesses to the essential values of Christ.

Teachers in the Catholic school are more than employees. They minister in the name of the Church and of the Gospel and as such participate actively in the life of the Church and have a pastoral concern for each individual student.

It is expected all teachers employed in a Catholic School will perform conscientiously and competently the duties, both teaching or non teaching, they are assigned by the Principal in accordance with normal practice in Catholic schools.

Teachers should help maintain an atmosphere of charity and justice within the school, as would be expected in a community and help ensure the provision of the Catholic religious perspective in the teaching and learning process and in all activities of the school in which staff and students engage.

All teachers have a responsibility to develop and maintain an adequate understanding of those aspects of Catholic teaching which relate to their subject areas. By their example, all teachers provide a Christian leadership role for all members of the school community.

Only a person supportive of Catholic Educational philosophy may be a teacher in a Catholic school. Teachers bear witness to Christ and Christian values in their own conduct and by personally supporting, evaluating, developing and disseminating the Catholic school philosophy.

The Catholic School and the teacher in the Catholic School are committed to extending the invitation of Jesus to "Come, Follow Me".

The objectives which teachers in a Catholic school undertake to support and promote require them to:

- (i) give regular and efficient instruction for the academic, physical and spiritual development of the pupils;
- (ii) participate in worship and prayer in the school;
- (iii) adhere to Catholic principles and by personal example, integrity and behaviour, support Catholic moral standards.

### **DECLARATION**

I declare that the information in this application is complete and correct in every detail.

I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment. I have read "Teaching in a Catholic School: A Statement of Principles" and concur with its contents and agree to support the objectives outlined.

Signature:.....

Date.....