

**OFFICE USE ONLY:**

WWCC Clearance Type: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date Verified: \_\_\_\_\_

## Application for Membership of Staff

### Personal Details

Title			
First Name			
Surname			
Address			
Suburb		Post Code	
Telephone - Home		Religious Affiliation <i>(optional)</i>	
- Work		Date of Birth <i>(For ID purposes only)</i>	
- Mobile			
Email			

### Employment Record

Position for which application is being made:			
Full Time / Part Time / Temporary / Permanent / Casual			
I saw this position advertised	<input type="checkbox"/> SMH	<input type="checkbox"/> Teachers on Net	
	<input type="checkbox"/> Seek	<input type="checkbox"/> Other	
<i>Please specify where you saw this position advertised</i>			
Are you a New Scheme Teacher?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>If Yes Please complete all parts of this section</i>			
Accreditation No.			
Accreditation Status	<input type="checkbox"/> Conditional	<input type="checkbox"/> Provisional	PC to be Achieved Date: _____
<input type="checkbox"/> Proficient / PC	<input type="checkbox"/> Experienced Teacher	<input type="checkbox"/> Highly Accomplished	<input type="checkbox"/> Lead
		Next PD Period Ends:	_____
Have you been cleared to work with children by the Office of the Children's Guardian?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>(Required for all child related employment. If you do not have a clearance number please go to <a href="http://www.kids.guardian.nsw.gov.au/working-with-children/working-with-children-check">http://www.kids.guardian.nsw.gov.au/working-with-children/working-with-children-check</a> for information regarding how to apply.)</i>			
Current Working with Children Check Clearance No.	_____	Expiry Date	_____
<input type="checkbox"/> Current Application	<input type="checkbox"/> Interim Bar while assessing	<input type="checkbox"/> Interim Bar	

**Employment Record continued**

Current Position	
Current Award Classification	
Current Employer	
Address	

**Previous Employment Record**

Attach certified copies of any Statements of Service

Please provide details of previous employment. Attach certified copies of any Statements of Service.

Year From	Year To	Position (include subjects and year levels taught)	Name of Employer	FTE	Reason for resignation or termination

**Formal Qualifications**

Attach certified copies of official Academic Records

Please provide details of all formal qualifications (including Religious Education qualifications, other significant professional development and current incomplete courses).

Type of Award Conferred	Institute	Year of Attendance	Date Conferred

Subjects I am qualified to teach


## Additional Information

Have you ever been convicted of, or charged with, any offence relating to violence, theft or drugs? YES / NO

Have you been convicted of

A sexual offence anywhere in Australia or overseas? YES / NO

Any offence against a minor (a person under the age of 18) anywhere in Australia or overseas: YES / NO

*If you have answered YES to any of the above questions, please provide details of the offence and the date and place of conviction*

Do you believe that you have reasonable knowledge of, and support for, the ethos of Mount St Benedict College?

Do you suffer from any impediment (including health and/or disability) that would render you unable to perform adequately the tasks of the position for which you have applied? YES / NO

*If you have answered YES please provide details*

I am willing to undergo an examination by a medical officer nominated by the College Principal YES / NO

*Note. You may be required to undergo a medical examination upon the employer's request.*

The College will comply with the attached Collection Notice under the Privacy Act and any other relevant laws relating to the collection, storage, use, access, collation and disclosure of personal information. Information that this refers to includes personal, sensitive and health information.

## Additional Information continued

### Technology Skill Level

Type	Level		
	Basic	Intermediate	Advanced

### Membership of Professional / Community Organisations


### Any additional information that would support your application e.g. involvement in parish community, details of published work


## Referees

Please nominate three referees, including both work and after hours telephone numbers.

Referee's Name	Position	Organisation/School	Telephone (W)	Telephone (AH)

## Declaration

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

Signed:

Date:

Please address this application to:

The Principal  
Mount St Benedict College  
449C Pennant Hills Road  
PENNANT HILLS 2120

or Email: [recruitment@msb.nsw.edu.au](mailto:recruitment@msb.nsw.edu.au)

## Checklist

Listed below are the documents required to complete this application

1. Application Form
2. Cover Letter
3. CV
4. Evidence of Qualifications (you are required to submit photocopies which have been verified as true copies of the original by a Justice of the Peace or Solicitor:
  - a) University or College Final Transcript of Academic Results (if applicable);
  - b) Religious Education Qualifications (if applicable);
  - c) Certificate of Accreditation as a Teacher of Religious Education (if applicable);
  - d) Other Training, Other Degrees, Diplomas or Certificates including First-Aid Certificate (if applicable);
  - e) Letter of Accreditation as a new scheme teacher (if applicable).
5. Statement(s) of Service (if applicable) showing:
  - a) Commencement Dates
  - b) Termination Dates
  - c) whether service was full-time or part-time or casual
  - d) For part-time or casual details of hours/day worked
6. Practicum Reports - new graduates only

### 100 Point Identity Check - Guide

70 points – Only one of these items may be included to verify the name of the preferred applicant.

- Birth Certificate
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years
- Current passport from another country or diplomatic documents

40 points – More than one item may be counted (the first item used from this list is worth 40 points; any additional items used are worth only 25 points each unless it is an Acceptable Reference under AUSTRAC Guideline No.3, which is always worth 40 points.)

- Current driver photo licence issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution
- A financial body certifying that the applicant is a known customer
- An Acceptable referee under AUSTRAC Guideline No. 3 ([www.austrac.gov.au/files/guidelines\\_3.pdf](http://www.austrac.gov.au/files/guidelines_3.pdf))

35 points – More than one item may be counted. Name and address of preferred applicant verified from any of the following:

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Council rates notice
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia

25 points – Verify name of preferred applicant from one or more of these:

- Current credit card or account card from a bank, building society or credit union
- Current telephone, water, gas or electricity bill
- Foreign drivers licence
- Medicare Card
- Electoral Roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member

## Collection Notice under the Privacy Act

1. Mount St Benedict College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide appropriate educational opportunities to the pupil and to enable her to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. The College may ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes including facilitating the transfer of a student to another school. This includes other schools, government agencies, Catholic Education Commission, medical practitioners, and people providing services to the College, including specialist visiting teachers, [sports] coaches, counsellors and volunteers.
6. If the College does not obtain the information referred to above we may not be able to enrol or continue the enrolment of the student.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. The College may store personal information in the "cloud" which may mean that it resides on servers which are situated outside Australia.
9. Parents may seek access to personal information collected about them and their daughter(s) by contacting the College. Students may also seek access to personal information about themselves. 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, where access may result in a breach of the College's duty of care to the students, or where students have provided information in confidence.
10. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
11. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to request your support. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. The College will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in the College newsletters and magazines. The College will obtain separate permissions from the student's parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as on the internet.
13. The Archives department will, on occasion, publish photographs of ex-students on the College's website, social media pages, newsletters, magazines, displays and history publications.
14. The College may include student' and students' parents' contact details in a Homeroom list to the respective Class Parents.
15. If you provide the College with the personal information of others, such as doctors' or emergency contacts, you are encouraged to inform them that you are disclosing that information to the College and why, so that they can access that information if they wish and tell them that the College does not usually disclose the information to third parties.