

CASUAL EMPLOYMENT

APPLICATION FORM - NON TEACHING POSITION

SUCCESSFUL APPLICANTS TO BE INCLUDED ON THE REGISTER OF CASUAL EMPLOYEES

Please indicate your area(s) of interest:

- Teachers Aide/Aboriginal Education Assistant
- Specialist Department Assistant
(indicate area eg. Science, Food Technology, ICT, Library) _____
- Administration
(indicate area eg. Finance, Reception, Curriculum, General) _____
- Canteen/Catering
- Cleaning
- Maintenance/Grounds
- Sports/Aquatic Centre

Please attach the following to this application:

- 1) Covering letter,
- 2) Curriculum Vitae
- 3) Photocopies of references you wish to include as well
- 4) Supporting documentation

and forward to Trinity Catholic College

SECTION A - PERSONAL

- 1 Name (Miss, Mr, Mrs, Ms)
- 2 Permanent address
..... Postcode
- Address for correspondence
..... Postcode
- 3 Telephone number (Home) (Work)
..... (Mobile) email
- 4 Date of Birth
- 5 Religion Parish
- Name of present Parish Priest
- 6 Country of birth Nationality
- 7 Reason for applying this position:
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SECTION B - EDUCATION

SECONDARY		
School	Years Attended	Certificates Obtained

TERTIARY (transcripts required)			
Institution	Years Attended	Award Conferred	Year Conferred

8 OTHER QUALIFICATIONS:

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9 COMMUNITY INVOLVEMENT:

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

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SECTION C- EMPLOYMENT

10 PREVIOUS EMPLOYMENT:

Dates	School / Company	Position held	Full Time Part Time or Casual

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

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12 **PROFESSIONAL DEVELOPMENT:**
List relevant in-services you have undertaken

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13 List your skills and training in Information Technology

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14 WORKING WITH CHILDREN CHECK

All staff must also have a valid Working With Children Check.

Do you have a valid Working With Children Check?

Yes

No

What is your Working With Children Check number?

What is the expiry date of your clearance?

Please provide a copy of relevant documentation to support your application.

REFEREES:

State name, address and telephone number of at least 3 people who may be contacted in regard to your character and professional competence.

1
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Telephone: (Work)..... (Home)..... (Mobile).....

2
.....

Telephone: (Work)..... (Home)..... (Mobile).....

3
.....

Telephone: (Work)..... (Home)..... (Mobile).....

I have / have not advised the above referees that they have been included on this application form.

DOCUMENTATION:

I certify that this information is complete and correct in every detail.

Signature: Date :/...../.....

Please forward this completed form with your Letter of Application, Curriculum Vitae and photocopies of References for your Interview to:

The Principal
Trinity Catholic College
1 Dawson Street
LISMORE NSW 2480

EMPLOYMENT COLLECTION NOTICE

Addendum 3

1. In applying for this position you will be providing Trinity with personal information. We can be contacted at 1 Dawson Street, Lismore NSW 2480; Telephone (02) 6627 6600; Email admin@trinitylismore.nsw.edu.au
2. 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. We may also make notes and prepare a confidential report in respect to your application.
3. You agree that we may store this information for up to 12 months.
4. You may seek access to your personal information that we hold about you 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. We will not disclose this information to a third party without your consent.
6. We are required to collect information under Child Protection laws. This includes whether or not you are or have been the subject of an Aggravated Violence Order or certain criminal offences under the law.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Trinity and why, that they can access that information if they wish, that Trinity does not usually disclose the information to third parties and that we may store their information for up to 12 months.