



Catholic Schools Office Diocese of Lismore

APPLICATION FORM FOR POSITION OF

Education Officer – Pastoral Care

**Email to:
recruitment@lism.catholic.edu.au**

Closing date: 9th March 2020

<insert applicant name>

1. PERSONAL INFORMATION

1.1 Personal Particulars

Surname:

Given Names:

Previous Surname:

Title:
(Mr/Mrs/Ms/Sr/Br/Dr)

Religion:

Home Address:

Postcode:

Address for communication with respect to this application if different to above:

Postcode:

Contact Nos:

Home:

Mobile:

Work:

Email:

1.2 Current Employment

Current Position Title:

Employer Name and Address:

Postcode:

1.3 Other Details

Length of notice required by present employer:

Earliest date for taking up appointment:

Where did you see this role advertised?

1.4 Working with Children Check

**Do you hold a current NSW Working with Children Check?
please supply number:**

Do you hold a current Working with Children Check from interstate?

☐ YES ☐ NO Please supply number or copy of document

1.5 Parish Details

Current Parish:

Parish Priest:

2. REFEREES

Please complete names and addresses of people who have consented to complete the applicable referee report. Refer to the links on the position posting, and to the fact sheet on the positions vacant page, 'Instructions concerning referees'.

2.1 Parish Priest (from applicant's home parish)

Name:

Address:

Contact Nos: Home:

Work:

2.2 Professional Referees (people who can comment on your recent work performance)

2.2.1 Current Supervisor/Manager

Name:

Position Title:

Professional

Relationship:

Contact Nos: Work:

Mobile:

2.2.2 Additional Supervisor/Manager

Name:

Position Title:

Professional

Relationship:

Contact Nos: Work:

Mobile:

3. TERTIARY AND FURTHER EDUCATION

Documentary evidence of qualification is required with this form. Copies of degrees, accreditations, diplomas, certificates etc. must be certified by a Justice of the Peace that the original has been sighted. In no case should originals of such documents be included.

3.1 Tertiary Education

Qualification	Name of Institution	From	To

Attach additional information if insufficient space.

3.2 Relevant Professional Development (attended in the past 2 years)		
Course/Unit	Description	Year

Attach additional information if insufficient space.

4. EXPERIENCE AND ACHIEVEMENTS				
4.1 Employment History				
Position Held	Organisation	From	To	Reason for Leaving
4.2 Other work experience you consider relevant to this position				
Position / Role	Description of Experience	From	To	

Attach additional information if insufficient space.

4.3 Parish/Church Participation <i>Please outline how you currently engage in the faith life of your parish community (this area will expand as you type)</i>

4.4 Other Areas

Please list your involvement in other areas which might support your application (this area will expand as you type)

Attach additional information if insufficient space.

5. SELECTION CRITERIA

Attach a statement addressing the selection criteria included in the Information Package.

6. DECLARATION

Are you aware of any illness, injury or condition that would, or could, adversely affect your capacity to carry out the requirements of this position?

Yes ☐ No ☐

If Yes, please explain:

Have you ever been the subject of a reportable conduct allegation i.e. any sexual offence, or sexual misconduct committed against, with, or in the presence of a child (including a child pornography offence); or any assault, ill treatment, or neglect of a child; or any behaviour which causes psychological harm to a child – whether or not with the consent of the child?

Yes ☐ No ☐

If Yes, please explain:

INFORMATION COLLECTION NOTICE

In applying for this position and submitting your application for employment you will be providing the Catholic Schools Office, Lismore with personal information about yourself and other people. We will collect and record this information in order to assess your application.

If you believe that any of your personal information held by us is incomplete or inaccurate you have the right to notify us and make any updates or corrections.

Where you have provided us with the name and address of a person in connection with your application (e.g. referee) you should inform the person that you have done so and the reason for it. You should also inform them that the information is to be used solely in connection with your application for employment.

I certify that the information in this application is true, to the best of my knowledge.

I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my application.

I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Signed: <insert signature>

Date: <insert date>

Additional relevant information should be attached separately.