



St Mary's College Broome

Application for the position of

## SECONDARY TEACHER/

## English Coordinator

To commence Term 2, 2019

Name: \_\_\_\_\_

1. Please fill in **ALL** sections of this form, even if you wish to attach 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 submit applications addressed to the Principal, Mrs Carol Bell as an attachment to an email addressed to her PA, Ms Anthea Demin at [anthea.demin@cewa.edu.au](mailto:anthea.demin@cewa.edu.au)
4. The preferred applicant may be interviewed by the Kimberley Calling panel from CEWA.
5. The Principal reserves the right to seek information from people not listed in your application, unless specifically requested not to do so.
6. Applicants will be expected to uphold the Catholic ethos of the College.
7. In accordance with regulations for employee screening it is necessary for all teachers in WA Catholic schools to have current registration as a teacher with the Teacher Registration Board of WA (TRBWA) and a Working with Children Card prior to appointment.
8. In applying for this position, you will be providing St Mary's College Broome with personal information. By submitting this application, you agree that we may store this information for as long as necessary.
9. We will not disclose this information to a third party without your consent.
10. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for as long as necessary.
11. Selection Criteria and Qualifications required are included as an attachment to this document.

1. **Name:** \_\_\_\_\_  
(Surname) (Christian Name) (Title)

**Address:** \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

2. **Religion:** \_\_\_\_\_ **Parish:** \_\_\_\_\_ **Priest/Minister:** \_\_\_\_\_

3. **TRBWA:** \_\_\_\_\_ Copy attached:  Yes or  No

4. **Working with Children Card No.:** \_\_\_\_\_ Copy attached:  Yes or  No

5. **TERTIARY EDUCATION QUALIFICATIONS** – including those for Religious Education  
(Attach photocopies, NOT originals of degrees certificates, results statements, etc.)

<b>Year Awarded</b> (from most recent)	<b>Institution</b>	<b>Qualifications</b>	<b>Major areas of study</b>

6. **RELIGIOUS EDUCATION ACCREDITATION**

*Please list accreditation information.*

<b>Accreditation</b>	<b>Year Completed</b>	<b>Accreditation Number</b>

*Applicants from other States in Australia are asked to provide tertiary transcripts of completed Catholic units for consideration. Please attach transcripts with copy of other requested statements*

**7. OTHER QUALIFICATIONS**

<b>Year Awarded (from most recent)</b>	<b>Institution</b>	<b>Qualifications</b>	<b>Major areas of study</b>

**8. TEACHING EXPERIENCE**

*Please list all previous teaching appointments commencing with the most recent.*

<b>School</b>	<b>Year of Appt.</b>	<b>No. of years in school</b>	<b>Year Level/Class Taught Year Level</b>

**9. LEADERSHIP AND ADMINISTRATIVE EXPERIENCE**

<b>Year (List from most recent)</b>	<b>Leadership /Administrative role</b>	<b>Length of time in the position</b>	<b>Achievements</b>

**10. RELEVANT PROFESSIONAL DEVELOPMENT** – Give details of professional development, courses, and seminars attended within the past three years that relate to this position. Please list from most recent.

Year completed	Details of Professional Development	Relevance to Position

**11. COPY OF STATEMENTS/MEMBERSHIPS TO BE ATTACHED**

- Most recent academic statement
- Religious Education Accreditation or Tertiary transcripts of completed Catholic units if not from Western Australia
- Teacher Registration Board of WA (TRBWA) membership
- Working with Children Card

**12. MEMBERSHIP OR INVOLVEMENT IN PARISH GROUP AND/OR COMMUNITY ORGANISATIONS**

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13. **REFEREES** *(Attach photocopies of testimonials or references if you wish)*

**Parish Priest**  
(If applicable)

Priest: \_\_\_\_\_

Parish: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Professional 1:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

**Professional 2:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

**Character:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mobile: \_\_\_\_\_

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

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **ATTACHMENT 1**

### **Selection Criteria**

- Demonstrate a clear commitment to the objectives and ethos of Catholic Education.
- Demonstrate a commitment to the education of Aboriginal students.
- Demonstrate excellent teaching skills and a clear commitment to improving the educational outcomes of all students.
- Demonstrate excellent classroom management and organisational skills.
- An ability to work cooperatively and collaboratively as part of a dedicated and committed team of educators.
- Demonstrate an ability to differentiate the curriculum in order to meet the individual needs of all students.
- Demonstrate the ability to integrate technology into the daily classroom environment.
- A demonstrated commitment to the pastoral care and welfare of students.
- Demonstrate the capacity and enthusiasm to build community in collaboration with staff, parents and students.
- Demonstrate knowledge and understanding of the Australian Curriculum.

### **Qualifications Required:**

- Relevant 4 Year Tertiary Qualifications
- Current registration with Teachers Registration Board WA
- Current Working with Children Check

Applicants should submit a Teacher Application Form available from the College website, a Curriculum Vitae and a cover letter outlining their suitability for the advertised position. Applications should be addressed to the Principal, including the names and contact numbers of three referees, one of whom must be their current employer. Applicants must have a current registration as a teacher with the Teacher Registration Board of WA (TRBWA) to be eligible for appointment. Information is available from [www.trb.wa.gov.au](http://www.trb.wa.gov.au). Please submit applications as an attachment to an email addressed to [anthea.demin@cewa.edu.au](mailto:anthea.demin@cewa.edu.au).

**Applications close 12:00 pm Tuesday 19 March 2019.**

On appointment successful applicants will require a Working with Children Check. Application forms are available at certain Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found on the Australia Post web site at <http://apps.nowwhere.com.au/austpost/postofficelocator/>. An application for a WWC must be made in person.