



66a Woolwich Road
Woolwich NSW 2110
Tel: 9816 2041
Email: info@mscw.catholic.edu.au
Website: www.mscw.nsw.edu.au

EMPLOYMENT APPLICATION FORM FOR TEACHING STAFF

Please return your completed form along with your curriculum vitae to The Principal at narelle.camroux@syd.catholic.edu.au. Your curriculum vitae should include details of your achievements and experience of working in schools.

Application for the position of
Date of application

PERSONAL DETAILS

Surname		Title [Mr Mrs Ms Miss Dr]	
Given names		Preferred first name	
Residential address			
Suburb		Postcode	
Residential phone		Business phone	
Mobile		Email address	
Date of birth	Day	Month	Year
Country of birth		Nationality*	
Marital status		Religion	

(*Only residents of Australia need apply)

SECONDARY EDUCATION

Highest qualification	
School	Year completed

TERTIARY EDUCATION

Institution	Years attended	Award conferred	Date conferred

Please attach certified true copies of official academic records

TEACHING QUALIFICATIONS

Qualified to teach [subjects]

Please attach certified true copies of official academic records

TEACHER APPLICATION PROCESS

All new applicants wishing to work in a SCS Sydney school must visit the SCS public website:

<http://www.ceosyd.catholic.edu.au/Employment/Pages/Home.aspx> where the applicant will find the following information and documents:

- Outline of the Application process which every new applicant must read carefully
- Application form (this must be completed in full)

Are you currently employed by SCS Sydney? (Yes / No)	
If you answered YES , please provide your SCS PIN No	
If you answered NO , please complete the Teacher Application Process outlined above	
WORKING WITH CHILDREN CHECK	
RMS Application Number:	
Date of Application:	
Receipt attached (Yes / No)	
Are you a member of the NSW Institute of Teachers?	
If you are a member, please provide your membership number	
What is your accreditation level?	
If you cannot provide a membership number, please indicate the reason below:	
I was qualified and teaching (BOS subjects) in NSW, in the five years before 1 October 2004	
My application is now with the Institute of Teachers	
I will be joining the Institute of Teachers with this application	

OTHER TRAINING / QUALIFICATIONS

Institution	Years attended	Qualification conferred	Date conferred

Please attach certified true copies of official academic records

RELIGIOUS EDUCATION QUALIFICATIONS

Institution	Years attended	Qualification conferred	Date conferred

Please attach certified true copies of official academic records

TEACHING EXPERIENCE

Teacher classification / level			No. years teaching		
School	Position	Subjects taught	Year levels	Dates	Part or Full time

EXTRA-CURRICULAR

All teaching staff at Marist Sisters' College are expected to be involved in the co-curricular life of the College, for example, coaching a sporting team, coaching debating or involvement with a social justice group.

1. Please include your experience of co-curricular involvement in previous schools.
2. Please specify any particular expertise or interest you may have in being involved in the co-curricular activities at Marist Sisters' College.

OTHER EMPLOYMENT

Institution	Occupation	Dates

PROFESSIONAL ASSOCIATIONS OF WHICH YOU ARE A MEMBER

Institution	Dates

NOMINATED PROFESSIONAL REFEREES (three referees required including your current Principal)

Name	Organisation and position	Telephone number

DECLARATION: I certify that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment. To the best of my knowledge there is nothing about my health which would prevent me carrying out the full range of duties of a teacher, including student supervision and co-curricular duties.

Signature	Date
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Applications for employment at Marist Sisters' College, Woolwich should include:

- Letter of Application
- Employment Application Form
- Curriculum Vitae
- Academic transcripts, qualifications and / or certificates (certified copies only)
- Statements of Service (certified copies only)
- NSW Institute of Teachers Accreditation Certificates (certified copies only)

and be forwarded by the nominated date to:

Dr Anne Ireland
Principal

C/- Mrs Narelle Camroux
Personal Assistant to the Principal
narelle.camroux@syd.catholic.edu.au

PRIVACY INFORMATION

- In applying for this position, you will be providing Marist Sisters' College, Woolwich with personal information.
- If you provide us with personal information, for example your name and address or information contained in your curriculum vitae, we will collect the information in order to assess your application.
- You may seek access to your personal information that we hold 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.
- We will not disclose this information to a third party without your consent.
- Where you have provided 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 and that the College does not usually disclose the information to third parties.
- Your application will be securely stored by Marist Sisters' College for three months.