



PROCESS

As this is child-related employment, you are required to submit all of the supporting documentation listed at section 8, with this application form.

APPLICANT DECLARATION

Each question must be answered and (where applicable) ticked either YES or NO. If YES, details must be provided. You may be contacted for further details. Each declaration must be answered and signed.

Application form

Position applied for:	
How did you find out about this position?	
Have you previously worked at Red Bend Catholic College?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you worked for another Catholic employer in the last 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes , please provide details?	
Are you currently engaged in any other employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details	

SECTION 1: PERSONAL DETAILS

Title:		Date of Birth:	
		<small><i>*This is only required for the purposes of verifying Working with Children Checks (WWCC)</i></small>	
Given Name(s):		Surname:	
Former Name(s) (if applicable):			
Home phone number:		Personal Email:	
Mobile:			
Residential Address:		Mailing Address:	
Postcode:		Postcode:	
Are you of Aboriginal or Torres Strait Islander origin? No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/>		Do you have the right to work in Australia: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<small><i>*This is a not mandatory question. Persons of both Aboriginal and Torres Strait islander origin should mark both boxes</i></small>		If Visa, provide Visa Number/Class:	
		Country of Citizenship:	

SECTION 2: NESAS REQUIREMENTS (Teachers only)

Are you accredited with NESAS?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide your current NESAS accreditation number?	
What is your current accreditation level?	<input type="checkbox"/> Conditional <input type="checkbox"/> Provisional <input type="checkbox"/> Proficient <input type="checkbox"/> Highly Accomplished <input type="checkbox"/> Lead Teacher
What is your membership status with NESAS? <i>Please provide support documentation</i>	<input type="checkbox"/> Active <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Mutual Recognition <input type="checkbox"/> Other. Please specify _____
Do you have any outstanding fees yet to be paid to NESAS?	Yes <input type="checkbox"/> No <input type="checkbox"/>

LANGUAGE

It is an inherent requirement of the position that Teachers are proficient in English. Are you proficient in English? Yes <input type="checkbox"/> No <input type="checkbox"/>
- If you have undertaken the <i>International English Language Testing System (IELTS)</i> , or <i>International Second Language Proficiency Rating (ISLPR)</i> , please attach a copy.

SECTION 3: EDUCATION

TERTIARY LEVEL QUALIFICATIONS

Qualification Gained	Institution Attended	Years Attended	Date Awarded

ANY RELEVANT TRAINING/ COURSE/ QUALIFICATION

Qualification Gained	Institution Attended	Years Attended	Date Awarded

SECTION 4: EMPLOYMENT RECORD

Please include a **full employment history** including any employment gaps and provide reason for the gap/s from the date of your first employment.

FULL EMPLOYMENT HISTORY

Occupation	Employer	Year		Reason for Leaving
		From	To	

SECTION 5: EMPLOYMENT CHECKING

WORKING WITH CHILDREN CHECK

This position is **child-related work** which means you are required to obtain a **Working with Children Check Clearance (WWCC) Number** from Service NSW.

For further details, please visit: <https://www.service.nsw.gov.au/transaction/apply-working-children-check>

Red Bend Catholic College will verify this information with the NSW Office of the Children's Guardian.

Do you hold a current WWCC clearance number (for paid employment)? (ends in E) Yes No

WWCC No: _____

Expiry date: _____

If you do not hold a current WWCC clearance number, are you willing to obtain a valid clearance Yes No

DECLARATION QUESTIONS

As a prospective employee of Red Bend Catholic College, you are required to answer the following questions as employment with the College is considered child-related work.

Please answer the following questions (Teachers only)

1. Have you ever had your registration, licensing or classification as a teacher cancelled or suspended in Australia or any other country?

If yes, please give brief description.

Yes No

2. Have you ever been refused registration, accreditation, licensing or classification as a teacher in Australia or any other country?

If yes, please give brief description.

Yes No

3. Have you ever been asked to resign as a teacher in Australia or any other country?

If yes, please give brief description.

Yes No

CHILD SAFEGUARDING QUESTIONS (all positions)

Failure to disclose any relevant information may result in the withdrawal of your application.

4. Have you been convicted of an offence that has or would have disqualified you from engaging in child related work if convicted in NSW?

If yes, please give brief description.

Yes No

5. Have you ever had a Working with Children Check (WWCC) clearance (however named) revoked or cancelled or been the subject of an interim bar? Note – The Working with Children Check has different names in some States and Territories in Australia.

If yes, please give a brief description.

Yes No

6. Have you ever been informed of, or been the subject of, a risk assessment being conducted into your suitability to hold a WWCC (however named)?

If yes, please give a brief description.

Yes No

7. Have you ever been the subject of an allegation regarding harm to a child that resulted in notification to a statutory authority under child protection legislation?

Note – In NSW this is an allegation of 'reportable conduct' as defined in Part 4 of the Children's Guardian Act 2019 (NSW) (including sexual offence/misconduct, assault, ill-treatment, neglect and psychological harm of a child).

If yes, please give a brief description.

Yes No

8. Have you ever been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm? Note – Different terminology for AVOs may be used in other States and Territories in Australia.

If yes, please give details below.

Yes No

9. Are you aware of any reason or concern which makes you unsuitable to work in child-related employment?

If yes, please give a brief description:

Yes No

CRIMINAL HISTORY

10. Have you ever been convicted of a criminal offence (not already specified above), or are there any pending criminal charges or an on-going criminal investigation? If you are applying for a position other than that of a teacher or teacher aide, spent convictions do not need to be disclosed.

Yes No

HEALTH QUESTION

11. As part of the pre-screening process, you may be required to attend a medical assessment as required by the Employer to determine your fitness and capacity for work, which may include an examination by a medical practitioner nominated by Red Bend Catholic College. If required, Red Bend Catholic College will meet the costs of such an examination.

Do you have any pre-existing injury, medical condition or disability that would affect or prevent you from performing the inherent requirements of the position?

If yes, please provide details so Red Bend Catholic College can consider any reasonable adjustments that may be required.

Yes No

SECTION 7: NOMINATED REFEREES

Red Bend Catholic College requires all applicants to provide the names of two referees to comment on your current professional position, educational ability, and your suitability for the position you which are applying for. Red Bend College requires that applicants provide their most recent employer as a referee.

If applicants are unable to provide three work-related referees, Red Bend Catholic College will consider other significant referees who can attest to the applicant's ability to respect and uphold the ethos and teachings of the Catholic Church. Examples of significant referees include: Parish Priest, Lawyers, and Police, those in leadership roles (other than your most recent Employer).

Please note referees may be contacted at any time during the recruitment process. Therefore, you should ensure that you have advised them that they may be contacted to discuss your application.

Name:	Position:
Organisation:	Email:
Phone:	Mobile:

Name:	Position:
Organisation:	Email:
Phone:	Mobile:

Name:	Position:
Organisation:	Email:
Phone:	Mobile:

I understand that Red Bend Catholic College reserves the right to contact any previous employer other than the referees nominated above.

Applicant's Signature: _____ **Date:** _____

SECTION 8: SUPPORTING DOCUMENTATION

I confirm I have attached the following to my application	Applicant's Signature
Your Cover Letter	
Your Curriculum Vitae	
Evidence of right to work in Australia (e.g. certified copy of passport, birth certificate and photo identification or visa details)	
Working With Children Clearance number for paid employment (ends in E)	
NESA official Statement of Accreditation or Teacher Summary Report (teachers only)	
Certified copies of Statements of Service for all previous teaching positions held (teachers only)	
Certified copies of academic transcripts for all university degrees (stating completion/conferral date of the course if a graduate teacher)	
Certified copies of qualifications (e.g. university degree, diploma or certificate)	
100 points as proof of identity	
Any other supporting Files (e.g., First Aid Certificate)	

I confirm that I have attached each of the above documents to my application.

Applicant Signature: _____ **Date:** _____

SECTION 9: APPLICANT DECLARATION

Please tick the below declarations:

1. Employment with Red Bend Catholic College is considered child-related employment. By submitting this application, I declare that there is no reason for Red Bend Catholic College to believe I am not suitable to work in child-related employment. I understand if the College becomes aware that I have failed to disclose or inaccurately disclosed any information in this application, my application may be reviewed and/or employment may be terminated as a result.

Yes No

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

Yes No

3. I am aware that by signing this form, I give an undertaking that I have the capacity to perform the position without aggravating an existing medical condition.

Yes No

4. I am aware that I may be required to undergo a medical examination by a practitioner nominated by Red Bend Catholic College prior to being offered employment. If this is requested and it is determined that I do not meet the requirements to fulfil the full inherent requirements of the position on medical grounds, then the appointment may not proceed.

Yes No

5. I understand that if further medical information is required, I may be asked to give written authorisation for Red Bend Catholic College to seek relevant medical information. I acknowledge that any willful suppression or inaccuracy may result in non-acceptance of this application and/or termination of employment.

Yes No

6. I declare that the information completed by me on this form, and any other documents(s) provided in support, is true and correct in every respect.

Yes No

7. I am aware that failure to provide all information as required in this application may result in delays in determining my pay.

Yes No

Applicant's Signature: _____

Date: _____

This form and all supporting documentation is to be submitted to employment@redbendcc.nsw.edu.au

EMPLOYMENT COLLECTION NOTICE

1. In applying for this position, you will be providing Red Bend Catholic College with personal information.
2. Red Bend Catholic College is bound by the Australia Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth). In relation to health records, we are bound by the Health Privacy Principles contained in the Health Records and Information Privacy Act 2002 (NSW).
3. We collect your personal information directly from you. This includes, but is not limited to, your name and address or information contained on your resume. We may also collect your personal information from other sources, such as your referees and the results of criminal background and working with children checks. This information is collected in order to assess your application for employment. Your information will remain on your file until such time as we remove it or you request its removal.
4. Red Bend Catholic College uses online service and cloud storage providers to store personal information and to provide recruitment services. Personal information may be provided to these service providers to enable them to authenticate user access. Red Bend Catholic College has processes in place to ensure Personal Information is protected in its systems and adequacy of security and controls are in place to protect Personal and Sensitive Information from misuse, interference and loss; and from authorised access, modification or disclosure. We make reasonable efforts to be satisfied about the protection and security of any Personal Information that Red Bend Catholic College holds on record, including cloud systems.
5. The Red Bend Catholic College Privacy Policy is accessible on the College website and contains details of how we are bound by the Privacy Act 1988 (Cth) and the Australian Privacy Principles. You may seek access to and correction of your personal information that we hold. However, access may be refused in certain circumstances, such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons, if appropriate.
6. We may disclose personal information to third parties with your consent, or where it would be reasonably expected that such disclosure may be required, or if otherwise permitted or required by law.
7. We may disclose your information to organisations that provide background screening services and we may use your information to conduct a criminal record check or comply with child protection laws. We may also collect personal information about you in accordance with these laws.
8. If you provide us with personal information of others, for instance referees, we encourage you to inform them that you are disclosing that information to us and why.
9. We will destroy this information within 7 days if you are not successful with your application.
10. If you do not consent to the collection of this information, then we may not be able to proceed with your application
11. You can obtain further information by contacting employment@redbendcc.nsw.edu.au