

Application for a **TEACHING POSITION**

Internal Applicants – currently in employment with the Catholic Education Office, Diocese of Wollongong

Human Resource Services

INSTRUCTIONS – PLEASE READ THESE CAREFULLY

1. You must complete **all** fields and fill in all spaces required.
2. All documents must be attached to the completed form. Partially completed forms or forms without full documentation will be returned.
3. Forward this Application to: “Address given in the advertisement.”

<p>Title of Position applied for: _____</p> <p>School / CEO: _____</p>
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SECTION 1 PERSONAL DETAILS

Surname:	Mobile:
Given Name(s):	Email:
Title (Mr., Mrs., Miss, Dr.):	Employee No:
Previous Name(s):	Date of Birth:
Residential Address: Postcode:	Religion:
Institute of Teachers No: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

SECTION 2 EDUCATION

TERTIARY EDUCATION

Degree: _____ **Institution:** _____

Masters Degree: _____ **Institution:** _____

Other: _____ **Institution:** _____

*Please provide University or College transcript of Academic Results, either the original copies or verified as true copies of the original by an authorised representative of the Catholic Education Office or a Justice of the Peace, where the degree or qualification has been completed since commencing employment with the Diocese of Wollongong

ANY OTHER TRAINING / COURSE / QUALIFICATION

Institution	Years Attended	Qualification Gained	Date Awarded

SECTION 3 EMPLOYMENT RECORD

TEACHING EXPERIENCE

Employer	Position	Date	
		From (mth / yr)	To (mth / yr)

TOTAL YEARS / TERMS

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SECTION 6 NOMINATED REFEREES

Nominate 3 referees, one of whom **must be a Parish priest or Minister** and the Principal of your most recent school.

Name	Organisation & Position	Telephone Number

Applicant's Signature: _____ Date: _____

Attachment F

Reference from a Parish Priest

Applicants for **employment** with the Catholic Education Office should arrange an interview with the Parish Priest of your Parish of worship to have this form completed. The co-operation of parish priests in completing this pro-forma is appreciated.

TO BE COMPLETED BY THE APPLICANT

NAME OF APPLICANT: _____

I am applying for (POSITION TITLE): _____
at (SCHOOL NAME): _____

Please return this form to the school (SCHOOL ADDRESS) _____

OR

I am applying for Casual Teaching/ employment. Please return completed reference form to Human Resource Services, Catholic Education Office, Diocese of Wollongong, LMB 8802, Wollongong 2500

TO BE COMPLETED BY THE PARISH PRIEST

1.1 Name of Priest : _____ Parish: _____

1.2 How long have you known the applicant?

Less than 12 months 1- 2 yrs 5 years+

1.3 How well do you know the applicant?

Very Well Moderately By sight Unknown to me

1.4 Is the applicant a regular attendee at mass in your parish?

Regularly Occasionally I cannot say Attends at another parish/ faith congregation

1.5 Does the applicant assist in any of the following?

Lector Music Pastoral council Parish financial giving
 Other _____

2.0 Brief outline of your appraisal of this person's suitability to teach / work in a Catholic School:

Recommend: Yes No _____

Signed: _____ Date: _____