



SUPPORT STAFF APPLICATION FORM

INSTRUCTIONS FOR APPLICANTS

Applicants for a support staff position at Lumen Christi College, Martin, are asked to include the following information as part of their application:

1. A covering letter outlining why you are interested in the position (one page maximum)
2. The completed Application Form including the contact details of referees (one of which must be your current employer)
3. A current resume
4. Any additional relevant information as requested, including WWC documents

For confidential enquiries, please contact the Business Manager on 08 9394 9300

Applications should be marked 'Confidential', addressed to the Principal, and emailed to Human Resources at: hr@lumen.wa.edu.au



LUMEN CHRISTI COLLEGE

APPLICATION FOR SUPPORT STAFF POSITION

Name of applicant	
Position applied for	
Where did you hear about this position?	

1. Please fill in ALL sections of this form
2. Your covering letter should explain your reasons for applying for this position AND any other relevant information you may wish to include.
3. The Catholic Education Western Australia Limited (CEWA Limited) policy on Appointment of Staff (available at www.cewa.edu.au) applies to all Catholic Schools in Western Australia.
4. The Principal reserves the right to seek information from people not listed in this application unless specifically requested not to do so.
5. Applicants need to be prepared to support the Catholic ethos in the performance of their duties as a member of the Lumen Christi College community.
6. In accordance with regulations for employee screening, it is necessary for all new support staff in Catholic Schools to obtain a Working with Children Check before commencing their duties.
7. In applying for this position, you will be providing Lumen Christi College with personal information. We can be contacted at:
PO Box 223 Gosnells WA 6990
Telephone: 08 9394 9300
Human Resources at: hr@lumen.wa.edu.au
8. You are providing personal information, which will be used in order to assess your application. You agree that we may store this information for as long as necessary.
9. Application forms and other information from unsuccessful candidates will be destroyed on completion of the recruitment process.
10. You may seek access to the personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
11. We will not disclose this information to a third party without your consent.
12. It is your responsibility to inform nominated referees that you have provided their contact details as part of this application.
13. The College follows the Disputes and Complaints Resolution policy approved by the Catholic Education of Western Australia (CEWA). A copy of this is available upon request.

1. PERSONAL INFORMATION

Title	
Surname	
Given names	
Home address	
Email	
Mobile phone	
Current employer	
Current position	
Nationality	
Nb. If you are not an Australian citizen, proof of residency and permission to work in Australia will be required	
Religion	

Working with Children			
Number		Expiry	

State of health			
Do you have any medical condition that to the best of your knowledge could affect your ability to fulfil your role at Lumen Christi College?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details			

Have you made a claim for Workers Compensation in the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide details			

Have you ever been convicted in a court of law for anything other than for a traffic offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
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2. QUALIFICATIONS

Tertiary Education Qualifications. <i>Please start with the most recent</i>			
Qualification	Years attended	Institution	Major

Other Qualifications. <i>Please start with the most recent</i>			
Qualification	Years attended	Institution	Major

Catholic School Accreditation			
Do you possess or would you be willing to acquire Accreditation to work a Catholic School?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you possess Accreditation, please include the details below.			
Date awarded		Expiry	

Professional Development. <i>Please start with the most recent</i>		
Provide details of courses, conferences, and seminars attended within the past three years relevant to the advertised position		
Course/Conference	Date attended	Location

3. EMPLOYMENT HISTORY

<i>Please start with the most recent</i>			
Position		Dates	
Employer			
Duties/Responsibilities			
Position		Dates	
Employer			
Duties/Responsibilities			
Position		Dates	
Employer			
Duties/Responsibilities			
Position		Dates	
Employer			
Duties/Responsibilities			
Position		Dates	
Employer			
Duties/Responsibilities			

<i>Parish or Community Involvement. Please start with the most recent</i>			
Position		Dates	
Parish/Organisation			
Activity/Ministry			
Position		Dates	
Parish/Organisation			
Activity/Ministry			
Position		Dates	
Parish/Organisation			
Activity/Ministry			

4. REFEREES

Please provide the information of those who have consented to act as referees. Please note the Principal reserves the right to contact persons not nominated by the applicant.

Professional Referee 1 (this must be your current employer)			
Name			
Position			
School			
Mobile		Business Telephone	

Professional Referee Alternative			
If you do not wish to nominate your current employer (or someone with whom you work at your current employer), please outline your reasons and nominate an alternate referee with whom you have recently worked			
Reason for Alternative			
Name			
Position			
School			
Mobile		Business Telephone	

Professional Referee 2			
Name			
Position			
School			
Mobile		Business Telephone	

Professional Referee 3			
Name			
Position			
School			
Mobile		Business Telephone	

5. DECLARATION

I declare that:

- All the information provided in this application is true in all respects.
- I have not withheld information, which would have a bearing on my professional reputation or ability to carry out the duties required.
- I acknowledge my commitment to support the Catholic Ethos and agree to take an active involvement in the life of the Lumen Community

I have attached a copy of my:

- Cover letter
- Resume

Should you be successful in your application, prior to appointment you will be required to submit current documentation, including the following:

1. Academic qualifications
2. Accreditation Certificate/s
3. Working with Children Check

Signed

Date