

# Guidelines for Completing Your APPLICATION FOR NON-TEACHER EMPLOYMENT

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# How to Apply

## Step 1: Complete the Application for Non-Teacher Employment Form

The *Application for Non-Teacher Employment* form must be completed in full. Information provided in this guide and on the form itself will assist applicants to complete their application. Please use a black pen when writing on the application form.

## Step 2: Letter of Application & Resume

Applicants are invited to attach a brief covering letter together with a current resume.

## SECTION 1: Personal Details

**Surname:** This should be your legal name for all official records. Any change from the birth name should be accompanied by the relevant documentary evidence (such as marriage certificate, deed poll, court order, change of name certificate etc).

**Given Name/s:** State all given names in full.

**Street Address:** It is important that you give an address that is a reliable place where information can be sent to you.

**Postal Address:** It is only necessary to complete this if it differs from the street address.

**Religious Denomination:** Catholic Education welcomes people from a variety of faith backgrounds. It is not necessary to provide a Baptism certificate as proof of religious affiliation.

**Phone numbers:** Where possible, one of these phone numbers should enable staff to contact you during working hours. You may need to be contacted at short notice, for example, to arrange an interview and difficulties in contacting you could prove disadvantageous.

**It is important that all your details are kept up to date. Should you change your address or telephone number, please advise the Personnel Section of the Diocesan Catholic Education Office or the relevant Secondary College in writing.**

## SECTION 2: Additional personal and identification information

### Employment Screening:

All new employees, other than registered teachers, cannot commence their duties in a Catholic school in the Diocese of Rockhampton until they are issued with or have applied for a Blue Card. The Working with Children Check application fee is paid by the employee. As Blue Cards are issued to the individual and are transferable between employers, the employee is responsible for paying the application fee.

### Previous employment:

Information provided is for the purpose of maintaining administrative records and determining entitlements for eligible employees.

**Criminal History:** All applicants for school based positions are required under Section 9A of the *Criminal Law (Rehabilitation of Offenders) Act 1986*, to disclose information regarding criminal convictions for certain offences. Disclosure is necessary even though it may be possible to legally deny the existence of these offences under the rehabilitation period. This includes, but is not limited to, offences related to drug misuse, offences of a sexual nature, abductions and offences against liberty and morality. Disclosure is required whether the offences were committed in or outside of Queensland.

Details of criminal convictions should be submitted in an envelope marked "Confidential" with the application. Checks on criminal convictions of appointees may be conducted to verify the information provided.

**Medical History:** This information is required for the purposes of assisting Catholic Education to assess whether the applicant is able to satisfy the inherent requirements of the position and any workplace adjustments which may be required to support the applicant in their employment. Catholic Education is committed to supporting their employees.

### **Australian Immigration Status:**

Under the Migration Act 1958 (the Act) it is now a criminal offence for a person to knowingly or recklessly:

- Allow an illegal worker to work
- Refer an illegal worker for work with another business

Illegal workers are non-Australian citizens who are working in Australia without a visa or who are in Australia lawfully but working in breach of their visa conditions.

An individual is eligible to work in Australia if they are:

- Australian citizens
- Australian permanent residents
- New Zealand citizens who entered Australia on a current New Zealand passport
- Non-Australian citizens holding a valid visa with work entitlements.

It is important to note that not all visas allow people to work in Australia.

Catholic Education must sight one of the following documents:

- An Australian birth certificate
- An Australian citizenship certificate
- A certificate of evidence of citizenship
- An Australian passport
- A valid visa with permission to work

In accordance with the Privacy Act 1988 (Cth), this information is gathered, and will be retained, for the purpose of complying with an enforceable law (which imposes a penalty or a sanction).

## SECTION 3: Recognition of Diversity

Catholic Education is committed to attracting, recruiting and retaining a diverse workforce that is reflective of the community it serves. This information is required for EEO (Equal Employment Opportunity) data collection purposes only. Completion of this section is voluntary.

A description of each of the terms is provided below:

**Aboriginal Person:** Someone of Aboriginal descent who identifies as an Aboriginal person and is recognised by the Aboriginal community as such

**Torres Strait Islander Person:**

Someone of Torres Strait Islander descent who identifies as a Torres Strait Islander and is recognised by the Torres Strait Islander community as such

**Person with a disability:**

Someone with a physical, neurological, sensory, intellectual or psychiatric disability or other condition which has lasted or is likely to last for two years or more

## SECTION 6: Additional Skills / Interests / Memberships

**Additional Skills / Interests:**

These include TAFE accredited subjects, sign language, workplace health and safety, foreign languages, first aid, coaching and sports. List only those competencies in which you have had some training or significant experience.

## SECTION 7: Qualifications

**Other tertiary qualifications:**

Only details of completed qualifications are required unless you are due to complete your course this year. Applicants, who have completed more tertiary qualifications, can add extra lines on the form.

## SECTION 8: Recognition of Prior Service – School Officers

As per the *Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2015 - 2019*, an employee may make application for recognition of service as a previous school officer or recognition of service other than as a school officer. Service other than as a school officer will be based upon demonstrated relevance to the work of the position to which the employee has been appointed.

The provision of documentary evidence of previous employment will be the responsibility of the employee.

Only service in the ten (10) years prior to the date of application will be considered for recognition.

## **SECTION 9: Referees**

You are required to nominate three referees to support your application for employment. The people you nominate should be able to provide detailed comments on your ability in relation to the position you are applying for. You may nominate your parish priest, minister or representative of your faith community to offer comments on your personal faith or Christian witness. For comments on your professional experience, one of your referees may be your immediate supervisor, or someone who can comment on your work abilities and experience. You are invited to nominate someone to provide comments on your personal qualities.

It should be noted that the Diocesan Catholic Education Office reserves the right to consult previous employers, and any other known past professional associates of applicants as part of its selection process. If you believe that this is likely to cause any difficulty, you are encouraged to bring this concern to the attention of the Director when submitting your application.

Please ensure that you have approached the people you nominate and that they are willing to act as your referees and that they are readily contactable on the phone numbers given. If any of the referees are a member of the interview panel, applicants will be asked to nominate another referee.

## **SECTION 10: Employment Collection Notice**

Please read this section carefully prior to signing the declaration that follows.

## **SECTION 11: Applicant's Declaration**

Please read and understand the declaration. Then, if agreeable, sign and date the application form.

## SECTION 12: Document Checklist

Attach **copies** of the following documentary evidence. DO NOT SEND ORIGINALS.

1. The applicant's **marriage certificate** or other documentation (e.g. court order, change of name certificate) to explain a name change appearing on any of these documents;
2. The applicant's **birth certificate** or a short extract;
3. The applicant's **passport or visa** (if applicable);
4. A copy of the applicant's **baptism certificate** (if available)
5. The applicant's **current Working with Children Blue Card OR copy of Application Form to obtain a Blue Card OR copy of your Positive Notice letter;**
6. A statement of **criminal history** enclosed in an envelope marked CONFIDENTIAL if applicable;
7. **Medical statements** that can assist an employer to understand any special needs of an applicant;
8. A statement about **Worker's Compensation Claims** that can assist an employer to cater for any special needs of an applicant;
9. **Award certificates** and **Diploma, Associate Diploma or Degree qualifications** (if applicable);
10. Supporting documentation for **Recognition of Prior Service** (if applicable).