



# APPLICATION FORM FOR EDUCATIONAL SERVICES ASSISTANT 2017

## INSTRUCTIONS FOR APPLICANTS

Applicants for the positions at St Francis' School Maddington, are asked to include the following information as part of their application:

1. A letter outlining the reasons for your interest in the position
2. A curriculum vitae
3. The completed Application Form including the contact details of referees (one of which must be your current employer)
4. Any additional relevant information

Confidential enquiries to the Principal, Mr Ian Hagen  
Closing date for the return of this application  
**Friday 25 August 2017 at 3:00pm**

***Applications should be marked 'Confidential', completed electronically and emailed to [principal@stfs.wa.edu.au](mailto:principal@stfs.wa.edu.au).***



**Name:**

**Position Applying for: EDUCATIONAL SERVICES ASSISTANT**

1. Please fill in ALL sections of this form as well as attaching a Curriculum Vitae.
2. Your covering letter should explain your reasons for applying for this position AND any other relevant information you may wish to include.
3. Please attach this Application Form to your letter of application and forward to the Principal.
4. The Principal reserves the right to seek information from people not listed here unless specifically requested not to do so.
5. Applicants will be expected to uphold the Catholic ethos of the School.
6. In accordance with regulations for employee screening, it is necessary for all new staff in Catholic Schools to hold a current Working With Children (WWC) qualification as well as a National Police History Check (formerly known as 'CrimTrac' 100 point Check Police Clearance) through the Department of Education before commencing their duties. Applicants must also a CEWA Check of Employability Status.
7. In applying for this position you will be providing St Francis' School with personal information. We can be contacted at:  
10 Alloo Road  
MADDINGTON WA 6109  
Ph: 9262 4421 Fax: 9262 4411  
Email: Jodi.VanNus@cewa.edu.au
8. If you provide us with personal information, for example your name and address or information contained on your Curriculum Vitae, we will collect the information in order to assess your application. You agree that we may store this information for as long as necessary.
9. You may seek access to your 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.
10. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the school, and why, that they can access that information if they wish, that the school does not usually disclose the information to third parties and that we may store their information for as long as necessary.
11. The School follows the Disputes and Complaints Resolution policy approved by the Catholic Education Commission of Western Australia (CECWA). A copy of this is available upon request.



## APPLICATION FORM

### 1. PERSONAL INFORMATION

**Surname** \_\_\_\_\_

**Christian Names** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**Home Telephone** \_\_\_\_\_

**Present Position** \_\_\_\_\_

**Name of current employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Address for communication with respect to this application** \_\_\_\_\_





## 5. REFEREES

**Names and addresses of persons who have consented to act as referees: The Principal reserves the right to contact persons not nominated by the applicant.**

### 5.1 Parish Priest (if applicable)

Name: \_\_\_\_\_  
Parish: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Parish: \_\_\_\_\_

### 5.2 Professional Referee

(a person with whom you are currently working)

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
School: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Business: \_\_\_\_\_

*If you do not want the person nominated in 5.2 to be someone with whom you are currently working, please outline your reasons and nominate an alternate referee with whom you have recently worked (in addition to 5.3).*

Reason \_\_\_\_\_

### 5.3 Professional Referee

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
School: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Business: \_\_\_\_\_

### 5.4 Current Employer (Principal)

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
School: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Business: \_\_\_\_\_

*If you do not want the person nominated in 5.4 to be contacted please outline your reasons and nominate as a referee a previous employer or another person to whom you have been responsible in your employment.*

Reason \_\_\_\_\_

### 5.5 Alternative to 5.4

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
School: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Business: \_\_\_\_\_