



APPLICATION FORM SCHOOL EDUCATIONAL ASSISTANT 2025

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. The completed Application Form including the contact details of referees (one of which must be your current employer)
3. Any additional relevant information

Confidential enquiries to the Principal, Mrs Sara Jennings

Applications should be marked 'Confidential', completed electronically and emailed to sara.jennings@cewa.edu.au



Name:

Position Applying for: Educational Assistant Full Time Temporary 2025

1. Please fill in ALL sections of this form, you may also chose to supply a current Resume.
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.
4. Applicants will be expected to uphold the Catholic ethos of the School.
5. In accordance with regulations for employee screening, it is necessary for all new staff in Catholic Schools to complete the following screening requirements:
 - a. Hold a current Working with Children (WWC) qualification
 - b. A current National Police History Check must also be obtained. The appropriate Criminal History Record Check form is available from the Department of Education and Training website: www.det.wa.edu.au.
 - c. CEWA Check of Employability Status – this will be completed by the school
7. In applying for this position, you will be providing St Francis' School with personal information. We can be contacted at:
10 Alloa Road
MADDINGTON WA 6109
Ph: 9262 4421 Fax: 9262 4411
Email: principal@stfs.wa.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, they 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 _____

Date of Birth _____

Home Address _____

Home Telephone _____

Present Position _____

Name of current employer _____

Address _____

Telephone _____

Address for communication with respect to this application _____

3. APPLICANT EMPLOYMENT HISTORY

Indicate in order, the positions you have held commencing with current or most recent.

PREVIOUSLY EMPLOYED BY CEWA (Circle) YES NO

POSITION	ORGANISATION/SCHOOL	STATE/ COUNTRY	DATES

DECLARATION BY APPLICANT

I declare that the details and information provided above are true, complete and correct to the best of my knowledge and I understand any false or misleading statement will be sufficient cause for employment to be withdrawn.

SIGNATURE OF APPLICANT

DATE

4. OTHER

4.1 Catholic School Accreditation

Do you have:	Y/N	Date awarded	Expiry date
Accreditation to Work in a Catholic School?			

4.2 Parish Ministry or Community Involvement:

Please list below any form of parish ministry or community activity you are or have been involved in.

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: _____