St Lawrence's

Primary School Bluff Point

TEACHING STAFF APPLICATION FORM

Established in 1940 in the Bluff Point parish of the Geraldton Diocese, St Lawrence's Primary School is a three stream, co-educational school catering for students from Pre-Kindergarten to Year Six.

SECTION 1: PERSONAL INFORMATION

Surname:			
Given Names:			
Title:			
Residential Address:			
Mailing Address:			
Email Address:			
Telephone:	Business:	Mobile:	Home:
Current Position:			
Current School:			
How did you hear about this position?:			

SECTION 2: PROFESSIONAL QUALIFICATIONS

2.1 Education Qualifications

For Tertiary Level qualifications, please attach transcripts for relevant qualifications

Qualifications	Institution	Year Awarded

2.2 Current study being undertaken

Qualifications	Institution	Completion Expected

2.3 Accreditation

Accreditation Level	Number	Year Completed

2.4 WWC

Please list details below and attach proof of currency

Working with Children Check Status	
WWC Number	Expiry Date

2.4 TRBWA

Please list details below and attach proof of currency

Teacher's Registration Board of Western Australia	
TRBWA Number	Expiry Date

SECTION 3: EMPLOYMENT RECORDS

Please provide a full employment history.

Previous Employer/School	Position/Responsibilities	Dates From	To

Please note: you must list all previous employers. If more space is required, please attach and additional sheet.

SECTION 4: RELEVANT PERSONAL PROFESSIONAL DEVELOPMENT

Give details of recent courses, conferences and seminars **in the past two years** that relate to this position.

Course	Institution	Completion Year

SECTION 5: OTHER RELEVANT INFORMATION

Please include information or involvement in parish groups/organisations

SECTION 6: REFEREES

Please include **three (3) professional referees**: a person with whom you are currently working, a person with whom you have worked in the past two to five years, and a current employer or superior. In addition, you may include a **parish priest reference**.

Referee Details

Referee's Name	Position	School/Organisation	Phone Number
Parish Priest Name	Parish	How long has your Priest known you?	Phone Number

INFORMATION COLLECTION NOTICE

In applying for this position and submitting your application for employment you will be providing St Lawrence's Primary School with personal information about yourself and other people. We will collect and record this information in order to assess your application.

You agree that we may store this information for as long as is necessary to finalise the appointment. If you believe that any of your personal information held by us is incomplete or inaccurate you have the right to notify us and make any updates or corrections.

Where you have provided us with the name and address of a person in connection with your application (e.g. referee) you should inform the person that you have done so and the reason for it. You should also inform them that the information is to be used solely in connection with your application for employment.

I certify that the information in this application is true, to the best of my knowledge.

I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my application.

I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Please ensure the following are submitted as part of your Application package:

1. Covering letter (a maximum of 1-2 pages)
2. Completed Teaching Staff Application Form
3. Statement Addressing Selection Criteria

I understand that St Lawrence's Primary School reserves the right to contact any previous employer other than the referees nominated.

Applicants Signature: _____ Date: _____