



MaristCollege  
Canberra

## APPLICATION FORM FOR ADVERTISED TEACHING POSITIONS

**TITLE OF POSITION:** \_\_\_\_\_

Thank you for your expression of interest in a teaching position at Marist College Canberra. Please complete this form and send it with your written application which should include a covering letter, relevant certified documentation and your responses to the selection criteria to:

Assistant Head of School - Staff  
Marist College Canberra  
PO Box 727  
MAWSON ACT 2607  
or faxed to (02) 6298 7250  
or emailed to: HR@mcc.act.edu.au

### Your application must also contain:

**Personal and Professional Details.** Please attach a detailed resume.

**Certified Copies of Documentation.** Applications without appropriate documentation will be returned.

**Responses to Selection Criteria**

## PERSONAL AND PROFESSIONAL DETAILS

PLEASE PRINT

Surname	
Previous Surname (if applicable)	
Title (ie Mr/Mrs/Ms/Miss ...)	
Given Names	
Religion	
Date of Birth	
Residential Address - Street	
Suburb/ Town	
Post Code	
Mailing Address - Street	
Suburb/ Town	
Post Code	
Phone Number	
Mobile	
Email	

**QUALIFICATIONS**

<b>Institution</b>	<b>Years Attended</b>	<b>Award Conferred</b>	<b>Date Conferred</b>

**SUMMARY OF EMPLOYMENT HISTORY**

(Please list positions in order, beginning with the most recent.  
You may expand on this in your written application)

<b>Employer</b> (School or Business)	<b>Position Held</b> (eg. Teacher, Co-ord.)	<b>Full Time Equivalent</b>	<b>Comm. Date</b>	<b>Term. Date</b>

**FIELD EXPERIENCE PRACTICUMS**

(To be completed by beginning teachers only)

<b>School</b>	<b>Year Level(s) and Subjects Taught</b>	<b>Result (Pass/Fail)</b>

## RELIGIOUS EDUCATION TRAINING

I am RE Accredited:      Yes       No  

In which Archdiocese?      Canberra/Goulburn         Other:  

Please list your formal RE qualifications (whether you have been RE Accredited or not); eg. B.Ed (major in RE), Grad Cert in RE.

Institution	Years Attended	Award Conferred	Date Conferred

## TEACHER QUALITY INSTITUTE / WORKING WITH VULNERABLE PEOPLE REGISTRATION

All teachers employed in ACT schools need to register with the ACT Teacher Quality Institute, and hold Working with Vulnerable People Registration.

**You will be required to show your Registration Cards for both of these at interview or before commencing employment.**

Teachers registered with the teacher registration authorities of other States and Territories in Australia are eligible to have their registration recognized by the ACT Teacher Quality Institute, and are required to apply for registration with the ACT Teacher Quality Institute to gain this. Please refer to the Institute's website: [www.tqi.act.edu.au](http://www.tqi.act.edu.au).

Information regarding WWVP Registration is available from: <http://www.ors.act.gov.au>.

TQI Registration Number:		Expiry date	
Working with Vulnerable People Registration Number:		Expiry date	

**Community Involvement**

Describe any way you have been involved in activities associated with parish and/or community:

**General State of Health**

Are you suffering any health condition that would preclude or prevent you from carrying out the inherent requirements of the position?

If yes, is there anything we need to know, as an employer, in regard to managing the condition/s?

**Professional Associations**

List any professional associations of which you are a member:

**Other**

List any other information relevant in your written application:

# REFEREES

- I give consent to the following referees being contacted in regard to my application.
- I give consent to additional referees being contacted to assist with the processing of this application.

## 1. Parish Priest or Minister (if applicable)

Name	
Address	
Business Phone	
A/H Phone	
Mobile	
Email	

## 2. Most Recent Employer or Current Principal

Name	
Address	
Business Phone	
A/H Phone	
Mobile	
Email	

## 3. Professional Colleague or Past Employer

Name	
Address	
Business Phone	
A/H Phone	
Mobile	
Email	

## 4. Professional Colleague – Immediate Supervisor

Name	
Address	
Business Phone	
A/H Phone	
Mobile	
Email	

## DECLARATION

Please read carefully and sign.

I declare that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

I am willing to support the Catholic and particular Marist ethos of the College.

I have read *Teaching in Catholic Schools – a Statement of Principles*, I concur with its content and agree to support the objectives outlined.

I am eligible for child-related employment and consent to a screening check being undertaken.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### EMPLOYMENT COLLECTION NOTICE

The *Privacy Amendment (Private Sector) Act 2000* came into effect on 21 December 2001. The Act regulates the way private sector organisations collect, use, keep, secure and disclose personal information. The following *Employment Collection Notice* relates to the purposes for collection of personal information.

1. In applying for this position you will be providing Marist College Canberra with personal information. We can be contacted on telephone number (02) 6286 7000.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for six (6) months.
4. 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.
5. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations: Catholic Education Office, Catholic Education Commission and the Catholic Commission for Employment Relations.
6. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an AVO, and certain criminal offences under Child Protection laws.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for six (6) months.

## DOCUMENT CHECK

Listed below are the documents required to complete this application. You are required to submit photocopies of the original documents – only photocopies certified as true copies by a Justice of the Peace will be acceptable.

**Originals of documents will be required for sighting at interviews.**

**Please tick that CERTIFIED COPIES are attached:**

- Teaching qualification
- Evidence of change of name (if applicable)
- Final academic transcript for teaching qualification showing eligibility for the award and including front and back of the original transcript for descriptive or explanatory information.
- Evidence of Religious Education qualifications (if applicable)
- Evidence of other training (if applicable)
- Other Degrees, Diplomas or Certificates
- Final transcripts for other Degrees, Diplomas or Certificates showing eligibility for the award and including front and back of the original transcript for descriptive or explanatory information.
- Practice Teaching Reports (beginning teachers only)
- Statements of Service from Current and/or Previous Employers (for teaching service) showing commencement dates, termination dates and whether service was Full-Time, Part-Time or Casual. For Part-Time or Casual: details of hours/days worked.

### **ACT Quality Teacher Institute**

- Evidence of accreditation with the ACT Quality Teacher Institute
- Evidence of accreditation with another Australian State or Territory (if applicable)

### **For applicants with a teaching qualification gained overseas:**

- Comparability assessment of qualifications

### **For applicants whose first language is not English:**

- Results in an English Language test (if applicable).

### **For overseas trained applicants**

- Passport and visa

## TEACHING IN CATHOLIC SCHOOLS – A STATEMENT OF PRINCIPLES

The Catholic Church has established schools to assist in presenting a vision of reality that is found in the Good News preached by Jesus Christ. Marist College Canberra serves a particular Catholic community, providing quality education in the Marist tradition for boys in an environment that reflects Gospel values.

Such an education involves a high level of interpersonal relationship between teacher and pupil.

Pope John Paul II has spelt out key implications of this for teachers who work in Catholic schools:

*The Church looks upon you as co-workers with an important measure of shared responsibility ... To you it is given to create the future and give it direction by offering to your students a set of values with which to assess their newly discovered knowledge ... (The changing times) demand that educators be called to bring professional competence and a high standard of excellence to your teaching ... But your responsibilities make demands on you that go far beyond the need for professional skills and competence ... Through you, as through a clear window on a sunny day, students must come to see and know the richness and the joy of life lived in accordance with Christ's teaching, in response to his challenging demands. To teach means not only to impart what we know, but also to reveal who we are by living what we believe. It is this latter lesson which tends to last the longest."*

The College is more than an educational institution: it is a key part of the Catholic Church's mission. A teacher at the College is more than an employee: he or she ministers in the name of the Catholic Church. In addition, all teachers in a Marist school have inherited the traditions and charism of Marcellin Champagnat, the support and transmission of which are part of the apostolate in which all staff members participate.

The Marist Brothers are a worldwide congregation with schools and other educational and social agencies in some 60 countries. Founded in France in 1817 by Father Marcellin Champagnat, they arrived in Australia in 1872, and now conduct schools in all mainland states and territories. The Brothers and the lay staff working together seek to conduct an authentic Catholic school fully in accord with the tradition and practice of the Church. At the same time their schools have a distinctive ethos which may be briefly summarised as follows:

- *Emphasis on a family spirit, where each student is loved and valued.*
- *Inculcation of habits of hard work and unselfish sharing.*
- *A balance between the religious and the social – we aim to turn out good Christians and good citizens.*
- *An atmosphere of orderliness, cooperation and encouragement.*

One of the aims to be achieved within a reasonable and practicable period of time is that those appointed to positions where teaching of Religious Education is included will have Religious Education qualifications (or will have begun to acquire formal qualifications) and the necessary background, knowledge and professional commitment to the purposes of Catholic Religious Education and the Catholic ethos of the College. While it is acknowledged that teachers of other religious traditions will have a valuable contribution to make from time to time on a particular topic, it is expected that teachers given responsibility for Religious Education classes will be Catholics with a commitment to the practice of Catholicism.



Teachers in the College have an indispensable role to play in supporting and promoting the mission and goals of the College. It is expected, therefore, of all teachers employed in the College that they will:

1. *see themselves as being in cooperative partnership with parents, pastors and the Marist Catholic community generally, working towards the achievement of the College's aims;*
2. *strive, by their teaching and personal example, to develop in students an appreciation and acceptance of Catholic teaching and values, and help maintain an atmosphere of charity and justice;*
3. *avoid, whether by word, action or public lifestyle, any influence upon students that is contrary to the teaching and values of the Catholic Church in whose name they act;*
4. *accept, support and espouse the Catholic educational philosophy of the College;*
5. *develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas;*
6. *be suitable, competent, trained teachers committed to the goals of Marist education in the Catholic tradition;*
7. *be committed to regular ongoing professional development;*
8. *actively contribute to the religious and liturgical life of the College and the spiritual formation of the students;*
9. *undertake the various duties normally rostered to school staff as specified in the Staff Handbook;*
10. *assist and participate, from time to time, in school programs outside school hours including parent/teacher interviews;*
11. *be available, from time to time, for professional meetings after school hours, and be committed to ongoing professional development;*
12. *participate, when it is appropriate, in the College's outdoor education and retreat programs and be involved in a substantive way in other co-curricular activities.*