

Application Form

Acting Co-Principal



South East Flexi Schools Network

Melbourne

Return 'Confidential' to:

The Executive Director
Edmund Rice Education Australia

Post: PO Box 91
Richmond Vic 3121

Email: recruitment@erea.edu.au



Employment Collection Notice

1. In applying for this position you will be providing Edmund Rice Education Australia (EREA) with personal information.
2. If you provide EREA with personal information, for example your name and address or information contained on your resume, EREA will collect the information in order to assess your application.
3. EREA may keep this information on file if your application is unsuccessful in case another position becomes available. We will not disclose this information to a third party without your consent.
4. You may seek access to your personal information held by EREA if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. This information will be provided to the interview panel for the position for which you are applying.
6. If you provide EREA with the personal information of others, we encourage you to inform them that you are disclosing that information and why; that they can access that information if they wish; that EREA does not usually disclose the information to third parties.

1 PERSONAL INFORMATION

Surname:

Christian Names:

Home Address:

Home Telephone:

Mobile Phone:

Present Position:

Current school/office name:

Address:

Telephone:

Preferred Email contact:

Preferred Postal contact:

REFEREES

Names and contact details of **three** people who have consented to act as referees and who are happy to be contacted to provide referee reports.

NB. The Executive Director of EREA reserves the right to contact persons not nominated by the applicant.

1.1 Supervisor (Current Principal or equivalent)

Name

Position

Location

Phone

Mobile

Email

If you do not want the person nominated in 1.1 to be contacted, please outline your reasons and nominate as a referee a previous employer / supervisor or another person to whom you have been responsible in your employment.

Reason

Alternative to 1.1

Name

Position

Location

Phone

Mobile

Email

1.2 Professional Colleague

(This Reference Check should be completed by a recent employer another senior professional colleague.)

Name

Position

Location

Phone

Mobile

Email

1.3 Professional Colleague

Name	_____
Position	_____
Location	_____
Phone	_____
Mobile	_____
Email	_____

2 QUALIFICATIONS

2.1 Tertiary Education *Qualifications* (including those for Religious Education)

Please list from most recent.

Years attended (Most recent eg. 1999 - 2002)	_____	Years attended	_____
Institution	_____	Institution	_____
Qualifications	_____	Qualifications	_____
Major area/s Study	_____	Major area/s Study	_____
Years attended	_____	Years attended	_____
Institution	_____	Institution	_____
Qualifications	_____	Qualifications	_____
Major area/s Study	_____	Major area/s Study	_____

Please attach copies of academic transcripts.

2.2 Other Qualifications

Years attended	
Institution	
Qualifications	
Major area/s Study	
Years attended	
Institution	
Qualifications	
Major area/s Study	

Years attended	
Institution	
Qualifications	
Major area/s Study	
Years attended	
Institution	
Qualifications	
Major area/s Study	

2.3 Relevant Personal Professional Development

Give details of courses, conferences, and seminars attended within the past three years that relate to this position. Please list:

[illegible]

2.4 Membership of Professional Organisations

Name of Teacher Registration Organisation

Teacher Registration Number

Expiry Date

Working with Children Number
(if applicable)

Expiry Date

Please list Professional Organisations below:

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3 EXPERIENCE

3.1 Teaching Experience (including Religious Education)

[illegible]

3.2 Leadership Experience

Years (from most recent)	Name of College/Organisation	Positions held

4 SELECTION CRITERIA

The **Selection Criteria** should be addressed in no more than 3 x A4 pages and attached to this application along with additional relevant information.

Signed _____

Date _____

NB. The preferred applicant will be required to sign an Employment Screening Declaration prior to any appointment being finalised.

Your assistance in identifying where you found out about this position will assist us in planning for future advertisements.

EREA Website	<input type="checkbox"/>
Youth+ Website	<input type="checkbox"/>
The Age	<input type="checkbox"/>
Catholic Education website	<input type="checkbox"/>
School Website	<input type="checkbox"/>
Word of Mouth	<input type="checkbox"/>
Other (please specify)	