

CATHOLIC
DIOCESE
of
BALLARAT
EDUCATION
OFFICE



PRINCIPAL POSITION APPLICATION FORMS

Please email completed applications to hr@ceob.edu.au

Or post to:
Michael Trainor
Manager: Human Resources
Catholic Education Office Ballarat
PO Box 576
Ballarat Vic 3353

Enquiries: 03 5337 7109

Employment Collection Notice

1. In applying for employment you will be providing the Catholic Education Office Ballarat with personal information.
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. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. Information concerning you may be collected from other parties. These will most commonly be those referees you have nominated, but the selection panel does reserve the right to contact other parties who may be able to assist in its deliberations.
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. You agree that we may store this information until the end of the current year.
6. We may disclose your personal information to the following types of organisations: other schools, State and Federal Government Departments, the Victorian Catholic Education Commission, the Diocese of Ballarat and parishes, schools within other diocese, our insurers and medical practitioners.
7. The Catholic Education Office will not disclose information about you to any other third party without your consent.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the Catholic Education Office and why, that they can access that information if they wish, that the Catholic Education Office does not usually disclose the information to third parties and that we may store their information until the end of the current year.

Application for Principal Position

This application form should be accompanied by a statement addressing the key selection criteria and a curriculum vitae.

Position

Principal role you are applying for	
How did you hear about this opportunity? (Newspaper, website etc)	

Personal Details

Given Name/s	
Surname	
Address	
City	
State	
Postcode	
Email Address	
Home Number	
Mobile Number	
Preferred Contact Phone Number	
VIT Registration Number (or N/A)	
Working with Children's check number	

Education

TERTIARY LEVEL QUALIFICATIONS			
Qualification Gained	Institution Attended	Years Attended	Date Awarded

CURRENT TERTIARY STUDY BEING UNDERTAKEN (attach evidence of enrolment)

Qualification Gained	Institution Attended	Years Attended	Date Awarded

ANY RELEVANT RECENT TRAINING / COURSE / QUALIFICATION

Qualification Gained	Institution Attended	Years Attended	Date Awarded

Nominated Referees

CURRENT EMPLOYER

Name		Position	
Organisation		Email	
Phone		Mobile	

PARISH PRIEST

Name		Position	
Organisation		Email	
Phone		Mobile	

PROFESSIONAL REFEREE 1

Name		Position	
Organisation		Email	
Phone		Mobile	

PROFESSIONAL REFEREE 2

Name		Position	
Organisation		Email	
Phone		Mobile	

Pre-Employment Disclosure Questions Health

Do you have any condition/injury that may	<input type="checkbox"/> Yes
<ul style="list-style-type: none">• Affect your ability or limit your capacity to complete the full requirements of the position• Impact on the safety of others• Be aggravated or worsened by the duties of the position?	<input type="checkbox"/> No
If Yes, please give a brief description:	
Is there any other information regarding your health history that may need to be known when considering your application for employment?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If Yes, please give a brief description:	

Employment

Have you ever been the subject of a complaint/allegation and/or internal investigation that related to a breach of your professional boundaries and/or breach of Code of Conduct?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If Yes, please give a brief description:	
During the last 5 years have you been the subject of formal performance management and/or disciplinary proceedings, or any action that might lead to such proceedings?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If Yes, please give a brief description:	
Have you ever been suspended, dismissed or asked to resign from your position?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
If Yes, please give a brief description:	

Unlawful Activity

Have you been convicted of any criminal offence, including where no sentence was imposed?	<input type="checkbox"/> Yes
If Yes, please give a brief description:	<input type="checkbox"/> No
Have you been charged with and criminal offence, including where the charge has been withdrawn or you were acquitted of the offence?	<input type="checkbox"/> Yes
If Yes, please give a brief description:	<input type="checkbox"/> No
Have you ever been accused of physically, sexually or emotionally abusing or harming a child or a young person?	<input type="checkbox"/> Yes
If Yes, please give a brief description:	<input type="checkbox"/> No
Have you ever been the subject of an Apprehended Violence Order (AVO) that was made for the purpose of protecting a child or young person from harm?	<input type="checkbox"/> Yes
If Yes, please give a brief description:	<input type="checkbox"/> No
Have you ever been the subject of an allegation involving your conduct with a child or young person?	<input type="checkbox"/> Yes
If Yes, please give a brief description:	<input type="checkbox"/> No

Applicant Declaration

I declare

- There is no reason I am not suitable to work in child-related employment.
- The information provided in the application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of my application and/or termination of employment.
- I understand that wilful suppression, inaccuracy or non-disclosure of relevant health information may result in non-acceptance of this application and/or termination of employment. If further health information is required I may be asked to authorise for to seek relevant medical information.
- If I have made a false or misleading disclosure, I may not be entitled to any compensation under the *Workplace Injury Rehabilitation and Compensation Act*, if the pre-existing injury or disease is aggravated or otherwise adversely affected by, or in connection with, the role.
- I consent to a representative of the Catholic Education Office Ballarat contacting the appropriate person at any of my current or former employers to confirm the accuracy of the answers provided to the Pre-employment questions.

Signature

Date



Catholic Education Office Ballarat

5 Lyons Street South, Ballarat

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