### College Blue Crest_No BG.jpgMarian College

304 Barkly Street

ARARAT VIC 3377

Phone (03) 5352 3861

[www.mcararat.catholic.edu.au](http://www.mcararat.catholic.edu.au)

[principal@mcararat.catholi.edu.au](mailto:principal@mcararat.catholi.edu.au)

Marian College Ararat

Application Information

Position: English / Humanities Teacher

Closing Date

4.00pm, 17th May 2021

Dear Applicant

Marian College is seeking a suitably qualified teacher to join our staff during Term 2, 2021.

Thank you for applying for a position at Marian College Ararat.

Please note

* Application close at 4.00pm on 17th May 2021. Applications including Cover letter, Resume and ‘Application For Employment’ are asked to be emailed to the Principal, Carmel Barker, at [principal@mcararat.catholic.edu.au](mailto:principal@mcararat.catholic.edu.au)
* Your application will be acknowledged and a copy of the Marian College Employment Privacy Policy will be forwarded to you.
* After applications close, you will be advised if you have been successful in securing an interview for this position.

Any information provided by you in connection with your application for employment may be checked by Marian College with relevant authorities, previous employers, referees or sources. By making an application for this position you consent to these pre-employment checks.

For any further information in relation to the position, please contact Sandra Faneco, Human Resources Manager via [sfaneco@mcararat.catholic.edu.au](mailto:sfaneco@mcararat.catholic.edu.au) or (03) 5352 3861.

Yours sincerely,



Mrs. Carmel Barker

Principal

**Position Description**

**Job Title**: English and Humanities Teacher

**Tenure:** Fixed Term

**Load:**  Part time position

**Key Selection Criteria:**

In support of your application, please include evidence of your capacity and potential to meet the following criteria:

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| --- | --- |
| **Key Selection Criteria for Marian College** | |
| Commitment to  Catholic Education | * An understanding of the ethos of a Catholic school and its mission * A willingness to support the College’s values, policies and procedures. |
| Commitment to  Child Safety | * Experience working with children * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children * Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) * Be a suitable person to engage in child-connected work |
| Education and Experience | * Current Victorian Institute of Teaching (VIT) registration * Accreditation to teach in a Catholic school or be willing to work towards such accreditation |
| Skills/Attributes | * Ability to work as part of a team * Good oral and written communication skills, including ability to communicate with children, parents and the school community * Experience and proven record in effective learning and teaching skills, including management of composite classes/mixed ability classes * Ability to demonstrate an understanding of appropriate behaviours when engaging with children * Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions * Self-motivation * Ability and willingness to accept policy directives * Maturity |

**Application for Employment –** *English and Humanities Teacher*

Marian College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

1. Working with Children Check status, or similar check
2. proof of personal identity and any professional or other qualifications
3. the person’s history of work involving children
4. references that address the person’s suitability for the job and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

I wish to apply for employment for the position advertised in

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| --- | --- | --- |
|  |  |  |
| (Newspaper, Website, etc) |  | (Date) |

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| --- | --- | --- | --- | --- | --- |
| **PERSONAL** | **TITLE** | **GIVEN NAME(S)** | | | **SURNAME** |
| **MR** **MRS MISSMSOTHER** |  | | |  |
| **ADDRESS** | | | **PHONE NUMBERS** | **VIT REGISTRATION NUMBER** |
|  | | | **Home** |  |
| **Mobile** | **VIT REGISTRATION TYPE** |
| **Work** |  |
| **ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL** | | **ACCREDITATION TO TEACH RELIGIOUS EDUCATION** | | |
| **YESNO COPY ATTACHED** | | **YESNO COPY ATTACHED** | | |

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| --- | --- | --- | --- | --- |
| **EDUCATION** | **QUALIFICATIONS ATTAINED** | **YEAR COMPLETED** | **NAME OF INSTITUTION** | |
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| **GRADES/YEAR LEVELS/SUBJECTS/PROGRAMS QUALIFIED TO TEACH** | | | |
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| **CURRNT EMPLOYMENT** | **CURRENT PLACE OF EMPLOYMENT** | | | **POSITION** |
|  | | |  |
| **ADDRESS OF CURRENT PLACE OF EMPLOYMENT** | | | **PHONE NUMBER** |
|  | | |  |
| **DATE BEGAN** |
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| **DUTIES (FOR EXAMPLE: SUBJECTS/GRADES TAUGHT IF CURRENTLY TEACHING)** | | | |
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| **PREVIOUS EMPLOYMENT**  **PREVIOUS EMPLOYMENT** | **EMPLOYER’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
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| ***(Note: You must list all previous employers. If more space is required, attach a separate sheet)*** | | | |

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| **VOLUNTEER WORK**  **PREVIOUS EMPLOYMENT** | **ORGANISATION’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
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| ***(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)*** | | | |

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| **REFEREES** | **NAME** | **POSITION** | **SCHOOL/COMPANY** | **PHONE NUMBER** |
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**Pre-Employment Disclosure Questions** that be person suitable to work with

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

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| --- |
| 1. **Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?** |
| NO YES |
| If yes, please provide details: |
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| 1. **Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?** |
| NO YES |
| If yes, please provide details: |
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| 1. **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?** |
| NO YES |
| If yes, please provide details: |
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| 1. **Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?** |
| NO YES |
| If no, this will be discussed further if you are offered an interview. |

**Applicant declaration**

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.

# Signature Date