



MaristCollege
Canberra

COVER LETTER FOR ADMINISTRATIVE APPLICATIONS

Thank you for your expression of interest in an administrative 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

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	

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

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:

- Evidence of change of name (if applicable)
- Final academic transcript for qualification showing eligibility for the award and including front and back of the original transcript for descriptive or explanatory information.
- 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.

For applicants whose first language is not English:

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

For overseas trained applicants

- Passport and visa

For all applicants - OTHER DOCUMENTATION TO BE COMPLETED AND ATTACHED

- Prohibited Employment Declaration
- National Criminal History Record Check Application Form
- Confidentiality Non-disclosure form
- Working with Children Background Check consent form

APPLICANT'S NAME _____

MAILING ADDRESS _____



PROHIBITED EMPLOYMENT DECLARATION

The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

Section 33B of the Commission for Children and Young People Act 1998 defines a serious sex offence as:

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an
- offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under *Commission for Children and Young People Act 1998*:

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in
- child related employment;

- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and penalties are imposed for non compliance.

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.

I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

All fields must be completed. Please use block letters.

Name: _____

Aliases (previous/other names): _____

Date of birth: _____

Signature: _____

Date: _____ Contact telephone number: _____

Contact Email: _____

NOTE: Seek legal advice if you are unsure of your status as a prohibited person.

This form is to be kept by the employer. It is not necessary to forward a copy of this form to CCER.

National Criminal History Check Application Form

APPLICANT DETAILS			
Family name/surname:			
First given name:		Other given names:	
Date of Birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Telephone:	
E-mail address:			
Previous or other names <i>(include former, maiden, alias etc. If more room is required, list on a separate sheet, sign and attach to this form)</i>			
Previous /other surname:		Previous /other given name/s:	
Previous /other surname:		Previous /other given name/s:	
Were you born in Australia?			
YES <input type="checkbox"/> ▶ Please record	Suburb/town of birth:	State:	
NO <input type="checkbox"/> ▶ Please record	Country of birth:		
ADDRESS DETAILS			
Current residential address in Australia			
Unit number/street number/street name:			
Suburb/town/locality:	State:	Postcode:	
Previous residential address in Australia			
Unit number/street number/street name:			
Suburb/town/locality:	State:	Postcode:	
IDENTIFICATION DETAILS			
Driver licence number:		State issued:	
Passport number:		Country:	
Other identification type:		Number:	
Other identification type:		Number:	
EMPLOYMENT DETAILS			
Title of Position:		Volunteer: YES <input type="checkbox"/> NO <input type="checkbox"/>	
OFFICE USE ONLY		MARIST COLLEGE CANBERRA – 00024	
100 points of identification sighted: YES <input type="checkbox"/> NO <input type="checkbox"/>		Signature: _____ Date: _____	
Position involves work with: Children & youth <input type="checkbox"/> Aged persons <input type="checkbox"/> Persons with a disability <input type="checkbox"/> Other vulnerable persons <input type="checkbox"/>			

CONSENT TO OBTAIN PERSONAL INFORMATION

I, _____ hereby:
Family name / surname (current) Given name/s (current)

1. acknowledge that I have read the Spent Conviction Schemes section of the Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
2. understand that the position/entitlement for which I am being considered is in a category for which a PARTIAL exclusion has been granted from the application of the Spent Convictions legislation and that "spent convictions" and findings of guilt relating to me of a type listed below will be released:

Serious offences, sexual offences, offences against the person, for which an exclusion has been granted in respect to my application for employment/engagement in positions/occupations involving the care, instruction or supervision of vulnerable persons (including children, aged persons and people with a disability);
3. have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
4. acknowledge that the provision of false or misleading information is a serious offence;
5. acknowledge that I am providing information to the CrimTrac Agency (an agency of the Commonwealth of Australia) and the Australian police services by consenting to the Catholic Commission for Employment Relations providing personal information about me from this Form;
6. consent to:
 - i. the CrimTrac Agency disclosing personal information about me to the Australian police services; the Australian police services disclosing to the CrimTrac Agency, from their records, details of convictions and outstanding charges, including all findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned;
 - ii. the Australian police services disclosing to the CrimTrac Agency, from their records, details of convictions and outstanding charges, including all findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned;
 - iii. the CrimTrac Agency providing the information disclosed by the Australian police services to the Catholic Commission for Employment Relations in accordance with the laws of the Commonwealth;
 - iv. the Catholic Commission for Employment Relations disclosing to Marist College Canberra personal information about me to assess my suitability in relation to my employment; and
7. acknowledge that any information provided by me on this Form, or by Australian police services, may be taken into account by Marist College Canberra in assessing my suitability for employment or other engagement.

Signature: _____ Date: ____/____/____

Note: The information you provide on this Form, and which the CrimTrac Agency provide to the Catholic Commission for Employment Relations on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.

GENERAL INFORMATION

This Form is used as part of the assessment process to determine whether a person is suitable for employment or other engagement with Marist College Canberra.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability. You may be required to complete another consent form in the future in relation to employment in other positions within Marist College Canberra.

NATIONAL CRIMINAL HISTORY CHECK

A national criminal history check is an integral part of the assessment of your suitability.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police services¹ for checking action. By signing the Form you are providing your consent to these agencies:

- a) disclosing criminal history information that pertains to you from their own records to the Catholic Commission for Employment Relations for onward transmission to Marist College Canberra and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to Catholic Commission for Employment Relations for onward transmission to Marist College Canberra.

Such criminal history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

SPENT CONVICTIONS SCHEMES

Child-related employment screening has been conducted around Australia for many years in an attempt to minimise the risk of harm to children from persons responsible for their care and supervision. A key component of this is the provision of criminal history information (including "spent" convictions and findings of guilt of prescribed/specified offences) to employers and authorised screening organisations. In certain states child-related employment screening processes are governed by legislation.

New South Wales

In New South Wales the *Criminal Records Act 1991* (NSW) governs the effect of a person's conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A "quashed" conviction is a conviction that has been set aside by the Court. A "pardon" means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence.

In relation to NSW convictions, a conviction generally becomes a "spent conviction" if a person has had a ten year crime-free period from the date of the conviction. However, certain convictions may not become spent convictions. These include:

- where a prison sentence of more than six (6) months has been imposed (periodic or home detention is not considered a prison sentence);
- convictions against companies and other corporate bodies;
- sexual offences pursuant to the *Criminal Records Act 1991*; and
- convictions prescribed by the regulations.

For more information on spent convictions in NSW contact NSW Privacy - website: www.lawlink.nsw.gov.au/privacynsw, phone: (02) 8688 8585, email: privacy_nsw@agd.nsw.gov.au.

Other Australian police services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt. Such convictions (widely referred to as "spent" or "rehabilitated" convictions) will be released in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

PROVISION OF FALSE OR MISLEADING INFORMATION

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

It is a serious offence to provide false or misleading information. You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the form.



MaristCollege
Canberra

CONFIDENTIALITY/ NON-DISCLOSURE

I agree to respect the confidentiality of information and documentation to which I have access in the course of, or arising from, my employment.

I will not, during my employment or after the termination of my employment for any reason, directly or indirectly, use or disclose (or attempt to use or disclose) '*Confidential Information*' for my or any other person's benefit.

'*Confidential Information*' includes, but is not limited to:

- HR information;
- Information about the students, families and staff of Marist College;
- Names and addresses of students, families and staff;
- Computer data bases and computer software; and

all other information obtained from or in the course of my employment with Marist College that is, by its nature, confidential.

Name: _____

Signature: _____

Date: _____



WORKING WITH CHILDREN BACKGROUND CHECK CONSENT

ALL FIELDS MUST BE COMPLETED IN BLOCK LETTERS.

Family name: _____

Given name: _____ Middle name: _____

Previous names/aliases: _____

Date of birth (dd/mm/yy): _____ Gender: (Please tick) Male Female

Place of birth (city, state, country): _____

Identifying document type (e.g. driver's licence/passport): _____

Identifying document number: _____

Residential Address: _____

Suburb/Town: _____ State: _____ Postcode: _____

Contact telephone number: _____

Contact Email: _____

Title of position applied for: _____

Type of position (Please tick):

- Paid employee Religious leader/spiritual official of a religion Foster carer

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

- 1 a national criminal record check for charges and/or convictions (including spent convictions) for:
 - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
 - any child-related personal violence offence;
 - any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;
 - punishable by imprisonment for 12 months or more.
 - I understand that this check includes convictions or charges that:
 - may have not been heard or finalised by a court; or
 - are proven but have not led to a conviction; or
 - have been dismissed, withdrawn or discharged by a court.
- 2 a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a children; and

- 3 a check for relevant employment proceedings involving an act of violence committed in the course of employment and in the presence of children or reportable conduct. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.

I understand that a conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child-related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a registrable person under the Child Protection (Registrable Offenders) Act 2000, I am prohibited from child-related employment.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk.

I acknowledge that:

- the above information and any information obtained during the Working With Children background check may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People or any Approved Screening Agency may share the
- information obtained during the Working With Children background check with each other to support further estimates of risk arising from additional Working With Children background checks;
- the outcome of an estimate of risk conducted with information obtained through the Working with
- Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Name: _____

Signature: _____ Date: _____

NOTE: This form is to be kept by the employer.

(Please send a copy of this form by facsimile to CCER on (02) 9267 9303)