



Confidential to the Principal and relevant senior staff

Application for the position of

Administration Officer (Student Reception/First Aid)

Name: _____

1. Please fill in **ALL** sections of this form, even if you wish to attach a Curriculum Vitae.
2. Your covering letter should explain your reasons for applying for this position **AND** any other relevant information you may wish to include.
3. Please attach this Application Form to your letter of application and forward to the Principal's Personal Assistant at your earliest convenience. Emailed applications to employment@lasalle.wa.edu.au All queries should be directed to the Principal's Personal Assistant on 9449 0665.
4. The Principal reserves the right to seek information from people not listed here, unless specifically requested not to do so.
5. Applicants will be expected to uphold the Catholic ethos of the College.
6. **In accordance with regulations for employee screening it is necessary for all new support staff in Catholic schools to produce a Working with Children Card and a National Police History Check through the Department of Education.**
<http://www.det.wa.edu.au/screening/detcms/navigation/screening-for-criminal-history/>
7. All support staff must obtain an Accreditation to Work in a Catholic school.
8. In applying for this position you will be providing La Salle College with personal information. We can be contacted at 5 La Salle Avenue MIDDLE SWAN 6056 or PO Box 1674 MIDLAND WA 6936. Telephone: 9449 0601, fax: 9274 4085.
9. 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. By submitting this application you agree that we may store this information for as long as necessary.
10. You may seek access to the 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.
11. We will not disclose this information to a third party without your consent.
12. 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 as long as necessary.



1. **Name:** _____
(Surname) (Christian Name) (Mr/Mrs/Ms/Miss)

Address: _____

_____ **Postcode:** _____ **Telephone:** _____

Mobile: _____

Business Address: _____

_____ **Postcode:** _____ **Telephone:** _____

Email: _____

Date of Birth: _____

2. **Religion:** _____ **Parish:** _____ **Priest/Minister:** _____

3. **Health:** _____

4. **SECONDARY EDUCATION QUALIFICATIONS**

Qualifications	School	Year Awarded

5. **TERTIARY EDUCATION QUALIFICATIONS**

Attach photocopies, NOT originals of degrees certificates, results statements, etc.

Qualifications	Institution	Year Awarded	Full Time Study Equivalent

6. **ACCREDITATION TO WORK IN A CATHOLIC SCHOOL**

Please list accreditation information.

Accreditation



8. **REFEREES** (*Attach photocopies of testimonials or references if you wish*)

Professional:

Name: _____

Position: _____

Address: _____

_____ Postcode: _____ Telephone: _____

Professional:

Name: _____

Position: _____

Address: _____

_____ Postcode: _____ Telephone: _____

Current Employer/Principal:

Name: _____

Position: _____

Address: _____

_____ Postcode: _____ Telephone: _____

9. **ATTACHMENTS** (*Please attach the following to this application*):

Working with Children Card No.: _____ Copy attached: Yes or No

National Police History Check through the Department of Education:

Date Cleared: _____ Copy attached: Yes or No

I certify that all the information provided is true and accurate.

Signature of Applicant: _____ **Date:** _____