**INSTRUCTIONS:**

1. Double-click into the Footer at the bottom of the document, select all red writing and type in your own name.
2. All Applications **MUST** be submitted through our SEEK link, which is available on the College Employment [Webpage](https://www.stbedes.catholic.edu.au/about-st-bedes/employment/).

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| **S:\Admin\Styleguide\02 Logo\2020 Logo pack - Mentone removed\Stacked\RGB\JPG\SB_logo CMYK stacked_Colour.jpgJob Application Form**  **For the Position of**  **DEPUTY PRINCIPAL**  **Learning & Teaching** | | | |
| **TITLE** |  | **FIRST NAME(S)** |  |
| **SURNAME** |  | | |
| **ADDRESS:** |  | | |
| **TELEPHONE:** |  | **MOBILE** |  |
| **EMAIL:** |  | | |
| **RELIGION:** |  | | |
| **VIT REGISTRATION:** |  | | |
| **ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL:** |  | **ACCREDITATION TO TEACH RELIGIOUS EDUC:** |  |

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| **CURRENT APPOINTMENT:** |  |
| **CURRENT EMPLOYER:** |  |
| **ADDRESS:** |  |
| **COMMENCEMENT DATE:** |  |

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| **ACADEMIC & PROFESSIONAL QUALIFICATIONS** | | |
| **QUALIFICATION** | **INSTITUTION** | **YEAR COMPLETED** |
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| **TEACHING EXPERIENCE** | | | | |
| **DATE**  **FROM** | **DATE**  **TO** | **SCHOOL** | **SUBJECT(S) OR AREAS** | **YEAR LEVELS** |
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| **LEADERSHIP EXPERIENCE** | | | |
| **DATE**  **FROM** | **DATE**  **TO** | **POSITION HELD** | **BRIEF DESCRIPTION OF POSITION AND DUTIES** |
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| **OTHER EXPERIENCES YOU CONSIDER RELEVANT** | | | |
| **DATE**  **FROM** | **DATE**  **TO** | **POSITION HELD** | **BRIEF DESCRIPTION OF EXPERIENCE** |
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| **MAJOR RELEVANT PROFESSIONAL LEARNING ATTENDED IN THE LAST 2 YEARS** | | |
| **YEAR** | **COURSE / UNIT** | **BRIEF DESCRIPTION** |
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| **PROFESSIONAL ASSOCIATIONS** | |
| **ASSOCIATION** | **POSITION HELD** |
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| **PARISH / CHURCH INVOLVEMENT** | |
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| OTHER INVOLVEMENTS THAT MIGHT SUPPORT YOUR APPLICATION | |
| **PROFESSIONAL** |  |
| **COMMUNITY** |  |
| **RECREATIONAL** |  |
| **OTHER** |  |

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| **REFEREES:** | | | |
| **Please list the details of your PARISH PRIEST:** | | | |
| **NAME** |  | | |
| **ADDRESS** |  | | |
| **TELEPHONE** |  | **Mobile:** |  |
| **EMAIL** |  | | |
| **Please list the details of TWO other PROFESSIONAL REFEREES:** | | | |
| **NAME** |  | | |
| **ADDRESS** |  | | |
| **TELEPHONE** |  | **Mobile:** |  |
| **EMAIL** |  | | |
| **YOUR CONNECTION TO REFEREE** |  | | |
| **NAME** |  | | |
| **ADDRESS** |  | | |
| **TELEPHONE** |  | **Mobile:** |  |
| **EMAIL** |  | | |
| **YOUR CONNECTION TO REFEREE** |  | | |

Please note that should you not list your current employer as a Referee, the Panel reserves the right to contact him/her.

**DECLARATION**:

I declare that all information provided on this document is true and correct:

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| --- | --- | --- |
| **Please Type YOUR Name below** | **Signature** | **Date** |
|  |  |  |

**INSTRUCTIONS & CHECKLIST:**

* **How to Apply Enquiries:**

**All Applications** are to be submitted online via SEEK for the attention of:

Jan Brown at: [employ@stbedes.catholic.edu.au](mailto:employ@stbedes.catholic.edu.au) or 9582 5701 direct.

**Please return this completed form, together with the 8 attachments listed below:**

**IMPORTANT: When preparing your documents, you have room for 2 uploads on SEEK, so you need to combine your documents.**

**Group 1 Documents:**

1. Your Letter of Application. (See Point 3 below)
2. Include in your letter a statement explaining why you are applying for this position.
3. Your responses to the Key Selection Criteria.

**Group 2 Documents:**

**Scanned & Certified Copies of:**

1. Evidence of identity (passport or licence).
2. VIT registration.
3. Accreditation to teach in a Catholic school (& Accreditation to teach RE, if applicable)
4. All academic qualifications.
5. Statement of service outside Victoria, if relevant.

➋ **Position Enquiries:**

All **enquiries** regarding various aspects of this position should be directed to:

Liz Gleeson

emgconsulting

E: [emgconsulting44@gmail.com](mailto:emgconsulting44@gmail.com)

M: 0428 486 527

**APPLICATIONS CLOSE:**

**4 pm on TUESDAY 14 July 2020**