

Edmund Rice Education Australia

Flexible Learning Centre Network
70 Kate Street, Indooroopilly Q 4068

Coordinator Mt Isa Flexible Learning Centre Term II 2010

APPLICATION FORM

1. PRIVACY DISCLOSURE – YOUR INFORMATION AND ITS USE

- This information is sought by the Employer, Edmund Rice Education Australia.
- The information will be used for the purpose of selecting a candidate to fulfill the role within this Flexible Learning Centre.
- Information will be kept only for the duration of the selection process and will be kept in a secure place until selection process is completed. If requested, original CV's will be returned to applicant after completion date and any copies destroyed.
- Candidates may seek access to information gathered about them for the process of selection from the Chair of the selection panel.
- The information will be disclosed only to those who play a role in the selection process.
- Failure to disclose the requested information will affect initial/ongoing employment.

2. PERSONAL PARTICULARS

Title:	Surname:	Given Names:	
Address:			
Previous Surname:		Religion:	
Phone - Home:	Work:	Mobile:	
Email - Home:		Work:	
Fax – Home:		Work	

3. PROFESSIONAL RECORD (*Documentation is essential*)

Please list tertiary qualifications.

Certified photocopies of any relevant documentation will be sought once a candidate is appointed.

Qualifications	Name of Institution	Major Study Disciplines	Other Disciplines

5. ADMINISTRATIVE EXPERIENCE

Please attach additional sheet if insufficient space.

From	To	Position Held	Description of Experience

6. BOARD OF TEACHER REGISTRATION QUEENSLAND NUMBER OR EQUIVALENT

7. SUITABILITY CARDS FOR CHILD RELATED EMPLOYMENT

Do you hold such a card? *(please tick)* Yes No

If Yes: Registration Number Expiry Date

8. OTHER EXPERIENCES YOU CONSIDER RELEVANT TO THIS POSITION

Please attach additional sheet if insufficient space.

From	To	Position/Role	Description of Experience

9. RELEVANT PROFESSIONAL DEVELOPMENT ATTENDED IN THE PAST 2 YEARS

Please attach additional sheet if insufficient space.

Year	Course / Unit	Description

10. PROFESSIONAL ASSOCIATIONS

Please list your participation in Associations and outside bodies for academic or non-academic achievements.

Association	Position Held

11. CURRENT EMPLOYMENT DETAILS

Present Employer:	
Present Position:	
Date of Appointment:	
Brief Description of Responsibilities:	

12. REFEREES

Nominate two Referees: Applicants need to be aware that Edmund Rice Education Australia incorporated through the Trustees of the Christian Brothers (Queensland) reserves the right to consult beyond the recorded referees. Supply two referees.

If one of the following referees is not your current principal / supervisor please explain why.

<i>Professional</i>	
Name:	Position:
Address:	
Phone Home:	Phone Work:

<i>Professional</i>	
Name:	Position:
Address:	
Phone Home:	Phone Work:

13. APPLICATION REQUIREMENTS

- Covering letter addressing the reasons for application.
- Response to Selection Criteria (up to 250 words for each criteria). Use of bullet points acceptable. *Your response to the selection criteria needs to reflect your most relevant and recent experiences.*
- This completed Application Form should be sent electronically with your application. Additionally, you should bring with you a signed copy if requested to attend an interview.
- CV

- *Applications should be sent to: **christinebody@ereflc.org.au***
- *Applications must be received before **4.00pm, Friday March 19th 2010.***

You will receive a confirmation receipt once your application is received.

The Salary and Conditions for this position is award conditions from the Assistant Principal pay scale.

Have you ever been charged with or pleaded guilty to,
or been found guilty of a criminal offence? *(please tick)*

Yes

No

I certify that the information in this application is true, to the best of my knowledge. I understand that I have a duty to disclose accurate information to enable a prospective employer to make a properly informed decision about my employment and that to fail to do so will influence initial or ongoing employment.

APPLICANT'S SIGNATURE: _____ DATE: _____

A signed copy of this form will be collected at the time of interview. You should bring this to the interview.