



## EMPLOYMENT AT NAZARETH COLLEGE

### APPLICATION PROCESS

We thank you for your interest in a position at Nazareth College. To ensure the application process is as smooth as possible, please read and consider the following information.

### SUBMITTING APPLICATIONS

To be considered for positions at Nazareth College, applications must be submitted electronically via email, be received by the nominated closing time and date, and include the following documents:

- A fully completed application for employment form
- A cover letter that can demonstrate clear links between selection criteria and your skills, knowledge, and qualifications.
- A current curriculum vitae

Applications are to be forwarded to Mr Sam Cosentino, Principal at [employment@nazareth.vic.edu.au](mailto:employment@nazareth.vic.edu.au)

### REFEREES

The contact details of three professional referees must be included with your application. Your current employer must be one of your references. Written references are not required.

### TIMEFRAMES FOR THE RECRUITMENT PROCESS

We will usually contact those shortlisted for an interview by phone, and those not shortlisted will receive an email within four weeks of the date of application. Please note that only those shortlisted for an interview will receive feedback on their application (if requested) in the event they are unsuccessful.

### THE INTERVIEW

Interviews are usually 45-60 minutes in duration and consist of 2-4 panel members. You will be notified at the time of scheduling as to the makeup of your interview panel. After your interview, you will be advised as to the expected timeframe for notification of outcomes.

### PRE-EMPLOYMENT CHECKS

Successful applicants will be required to verify and submit the following before commencement:

- **Qualifications** – original or certified copies.
- **One hundred points (100) of ID** – original or certified copies. You will be advised as to the 100 point criteria.
- **Eligibility to work in Australia** – presentation of visa information and passports where required.
- **VIT** – teachers will need to advise of their VIT number.
- **Working with Children Check** – all non-teaching staff are required to hold an Employee WWCC. Employment cannot commence until a person has passed an Employee Check.
- **Police Check** – all non-teaching staff must pass a police check (no more than three months old). A new check is required every five years. Employment cannot commence until a person has passed a Police Check

### FURTHER INFORMATION

In applying for a position at Nazareth College, you agree to the following:

- Demonstrate support for the Catholic ethos of the College
- Support and enact the Vision and Mission of the College
- Contribute to the best possible educational outcomes for all students
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon each employee's subject areas and other aspects of their work.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing



# NAZARETH COLLEGE

Be Known at Nazareth

- Comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- By your teaching and personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- In relation to teachers, comply with the Accreditation Policy of the Catholic Education Commission of Victoria (CECV) to teach in a Catholic school, other CECV policies, and uphold the professional standards expected of a teacher
- Be committed to regular and ongoing professional development and participate in an appraisal process.
- Be qualified as required by State Authorities including the VIT (teaching staff) and hold a current Working with Children Check and Police Check (non-teaching staff).
- Uphold a zero-tolerance attitude towards child abuse and maintain a culture of child safety.
- Uphold a commitment to ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- Demonstrating commitment to Catholic education and to the safety and wellbeing of children.
- Possess the skills and abilities necessary to fulfil the relevant position.
- Comply with the College's policies and procedures.