



## Applicant Information

Thank you for considering the Catholic Education Office, Parramatta Diocese as a prospective employer. Details of current vacancies can be found at [www.parra.catholic.edu.au](http://www.parra.catholic.edu.au)

### What information about vacancies is released?

Information about vacancies can be found within both the position advertisement and the position description. Reading this information prior to making your application will enable you to decide whether you have the knowledge, skills and experience to make you a strong contender for a position. It is also essential that you read and respond carefully to the selection criteria as our positions are highly sought after.

### What information should I provide?

The information you present with your application enables us to decide whether or not we'd like to speak with you. Whilst each individual advertisement will provide information on what you need to submit for the role, all applicants should include:

- **A resume** detailing your employment history, education, qualifications and contact details (address, mobile phone number and email). You may like to tailor your resume to highlight your experiences taking into consideration the selection criteria.
- **A selection criteria response** document detailing how you meet the criteria. The criteria is stated in the advertisement and the position description. We suggest you aim for quality of response rather than volume when you respond to selection criteria. Helpful information on writing selection criteria responses can be found on the internet.

Each document you present should follow this file format and be either .pdf; .doc or .docx.

Your name - document type. *E.g. Tom Smith - Resume; Tom Smith - Selection Criteria; Tom Smith - Qualifications and so on.* Files submitted outside these guidelines may not be reviewed. Please do not write your cover letter or resume within the body of your email.

### Where should I email my application?

The advertisement will state where to email your application and the date by which it is to be received. Applications for non School based roles are emailed to [appointments@parra.catholic.edu.au](mailto:appointments@parra.catholic.edu.au) Please ensure you attach your documents following the above mentioned file format.

### What about accessibility?

If you require any reasonable adjustments to be made to enable you to equitably participate in the recruitment process please detail those within your cover letter. If you meet the minimum job requirements, a recruiter from our Talent and Workforce Team or the Chair of the recruitment activity will contact you after your application has been submitted. They will discuss the reasonable adjustments required by you to participate in the recruitment process.

For further information contact us at [appointments@parra.catholic.edu.au](mailto:appointments@parra.catholic.edu.au)



### **What happens once I apply?**

We review the information provided to us by applicants in order to determine their suitability for the role based on the advertised selection criteria. Within two to three weeks after the advertisement has closed applicants selected for interview are contacted. Remaining applicants are notified usually within six weeks.

Applicants offered an interview are asked to complete a declaration form in relation to Child Protection during the interview. The interviews are generally panel interviews and may include a scenario for you to complete once you arrive for the interview.

The successful applicant is asked to provide two to three work referees. It is a good idea if you are offered an interview to start preparing your referees. For School based positions referee details may be requested when you apply.

### **Is there anything else I need to know?**

Applicants are subject to compliance checking. In particular the requirements of current New South Wales child protection legislation details can be found at <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

### **How is my privacy managed?**

See <http://www.parra.catholic.edu.au/policy-central> for the employment collection notice.

- When you apply for this position you will provide CEDP (through our schools, Catholic Early Learning Centres (CELCs), Catholic Out of School Hours Care services (COSHCs) and offices) with personal information.
- 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. We may keep this information on file in case another position becomes available.
- Our Privacy Statement sets out how you may access and seek correction of 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. Our Privacy - Statement also sets out how you may complain about a breach of privacy and how we will deal with such a complaint. Our Privacy - Statement is available at: <http://www.parra.catholic.edu.au/privacy>
- We may disclose this kind of information to the following types of organisations: the Catholic Commission of NSW and the Catholic Commission for Employment Relations. We will also disclose this information with your consent or as required or authorised by law.
- We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also elect to collect personal information about you in accordance with these laws.
- We may use service providers who provide certain services to us and our staff and students including data storage and contemporary online teaching tools. We may provide your personal information to such service providers in connection with the provision of these services. Our service providers may store, or process, data outside Australia, including in the United States, Singapore, Ireland and possibly other countries. We endeavour to find where these providers store their data and update this collection notice as such information becomes available to us. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google.



- If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to us and why, they can access that information if they wish and that we do not usually disclose the information to third parties.
- You may obtain further information from the following:
  - For our schools: the school principal
  - For our CELCs: the CELC director
  - For our COSHCs: the COSHC supervisor
  - For our offices:  
Privacy Officer  
Catholic Education Diocese of Parramatta  
Locked Bag 4  
North Parramatta NSW 1750  
T: 9840 5600