

## **Relief Teachers at Xavier College**

## **Documentation**

The following documentation is required to be supplied by the Applicant.

- Current Curriculum Vitae, including the name and contact details of 3 current referees
- Original South Australian Teachers Registration Certificate (for sighting)
- Copy Working with Children Check
- Copy Catholic Clearance to work in Catholic Education
- Copy Responding to Risks of Harm, Abuse and Neglect Education and Care certificate
- Copy current First Aid Certificate
- Copy recent Student Placement Reports (new Graduates only)
- CESA Employment Declaration to be completed

## **Process**

Once the above documentation has been supplied to the College, a Child Protection check will be conducted by the Head of Campus. This will involve a phone call to two referees listed on the applicant's CV.

On completion of the Child Protection check, where appropriate, applicant details will be forwarded to the appropriate Daily Operations Coordinator who will contact the applicant if/when an opportunity arises.

## **Apply Now**

Applications should be addressed to the Principal and emailed as 1 PDF document to <a href="https://prescription.org/linearing-nc-4-1-2">https://prescription.org/linearing-nc-4-1-2</a>.

NB. Information that relates to the privacy of individuals (including, but not limited to the individual's previous Working with Children Checks and/or child-related checks undertaken and any other associated documentation) will be held at the College in a secure place and only accessed by the Principal or their delegate.

For further information or clarification, please do not hesitate to contact Human Resources, Erica Tucker at the above email address or telephone (08) 8521 4500.