



## Applying for casual employment at St Paul's Catholic College Manly

January 2017

St Paul's Catholic College Manly is a systemic Catholic school administered by the Catholic Schools Office Diocese of Broken Bay (CSO). Consequently, eligibility for casual employment at the College must comply with CSO policies and procedures. To be **eligible for casual employment** at St Paul's Catholic College applicants must follow the steps below. This applies to both teacher and general employee applications for casual employment.

### 1. Apply for a **Working With Children Check (WWCC)**

- Complete an online form at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) or call the helpline for assistance.
- Take your WWCC application number to a NSW Motor Registry, RMS Agency, or Service NSW office, pay the fee and have your identity confirmed (appropriate identification will be required).

### 2. Verify your **teacher accreditation** status with the NSW Education Standards Authority (NESA)

- Information about and applications for accreditation are made online through the NESA website: <http://educationstandards.nsw.edu.au>. In addition to completing documentation, payment of an annual accreditation fee to NESA is required and evidence of current payment needs to be provided.

### 3. Complete a CSO **application package**

- For **casual teachers** download and complete the **Casual Teacher Application Package** found at: <http://www.csodbb.catholic.edu.au/careers/dsp-default.cfm?loadref=167>
- For **casual general employees** download and complete the **General Employee Application Package** found at: <http://www.csodbb.catholic.edu.au/careers/dsp-default.cfm?loadref=167>
- The CSO does not classify applicants until directed by the school that the applicant has been verbally offered casual employment. Actual employment cannot occur until the CSO verification process has been completed.
- Classification with other dioceses or DET is **not** accepted; it must be through the CSO Broken Bay.

### 4. **Email completed documentation to the St Paul's Administration Coordinator**

- Once Steps 1, 2 and 3 have been completed, **email** the Administration Coordinator ([roy.vumbaca@dbb.catholic.edu.au](mailto:roy.vumbaca@dbb.catholic.edu.au)) at St Paul's the following documents:
  - (a) Cover letter supporting the application for casual employment.
  - (b) Completed CSO application package.
  - (c) Any relevant documents supporting the application package such as academic transcripts, NESA accreditation and financial status, current first aid qualifications, relevant awards and certificates etc.
- Once all documentation has been received, the Administration Coordinator will contact you regarding casual employment availability.