



Human Resource and Administration Officer

Xavier College currently has a vacancy for a permanent part-time Human Resource and Administration Officer, commencing 27 April 2020.

Xavier College is a Catholic Co-educational Secondary College (Years 7–12) conducted in the traditions of the Salesians of Don Bosco. The Salesians are a Congregation of the Church that have been involved in teaching and youth work in every part of the world for 150 years and pass on to the College their ethos and rich tradition in the education of young people.

Xavier College is named after St Francis Xavier, a Spanish missionary of the 16th Century. St Francis was a Jesuit priest who brought the message of the Gospel to the people of Japan and China. His efforts to make Jesus meaningful to the people of Asia mark him as one of the great missionaries of the Church. St Francis Xavier is also the patron of the Archdiocese of Adelaide. This link with the local Church is valuable in establishing the identity of the College.

Pastoral Care

The Salesian Way of Education

From the outset it presumes that the school is a community where people genuinely relate to each other rather than an institution where people communicate from either side of a common barrier. By creating a friendly school environment, Salesian educators offer their students the time, opportunity and guidance to know themselves better, to understand the purpose for their existence, to help them develop their God-given talents and to prepare them to take their rightful place within their families, the Church and society.

In keeping with the spirit of St John Bosco, whereby "education is largely a matter of the heart" that leads young people to "know that they are loved," the Salesian school community of today is challenged to be:

- Being committed to the care and support of all young people, especially the poor and marginalised
- Cultivating relationships based on genuine affection, openness and acceptance of others
- Fostering a spirit of joy and hope, based on the 'Good News' of Jesus Christ
- Encouraging an attitude of optimism and a conviction that life is fundamentally worthwhile

- Having a strong and vibrant programme of religious education, liturgical celebration and sacramental encounter
- Addressing the spiritual yearnings of young people and adults
- Giving priority to the faith development and formation of staff
- Providing students with significant experiences of faith in action and apostolic involvement.

- Sometimes a School or CESA may ask individuals to consent to some disclosures or uses of personal information for certain purposes, either in writing or verbally. In other cases, consent may be implied.

CESA or a School will not send personal information about an individual outside Australia without:

- ## How will sensitive information be treated?

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

CESA's and the Schools' staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

CESA and each School have in place steps to protect the personal information held from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

CESA and each School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by contacting the Director or Principal respectively, at any time. The National Privacy Principles require CESA or a School not to store personal information longer than necessary.

Under the *Privacy Act 1988*, individuals may seek access to any personal information that CESA or a School holds about them and to advise of any perceived inaccuracy. There are some exceptions to this right set out in the *Privacy Act 1988*. Students will generally have access to their personal information through their Parents.

For individuals to make a request to access any information CESA or a School holds about them, they should contact the Director or the Principal respectively, in writing.

CESA and Schools respect every Parent's right to make decisions concerning their child's education. Generally, a School or CESA will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. A School and CESA will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

CESA Employment Declaration

To be considered for employment in any capacity in CESA, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary.

If you have any questions about the Declaration, please contact your school or CEO (Human Resources Team on 8301 6853).



SURNAME: _____ Dr / Mr / Mrs / Ms / Other _____

GIVEN NAMES: _____

FORMER NAMES: _____ *please ensure your FULL name is included*

DATE OF BIRTH: _____ (optional)

ADDRESS: _____ P/Code: _____

EMAIL: _____

TELEPHONE: _____ HOME: _____ MOBILE: _____

Teacher Registration No. (if applicable) _____

Please note: You must provide the **ORIGINAL** TRB issued teacher registration certificate (if applicable) and evidence of a valid, current DHS issued **Working With Children Check (WWCC)** for sighting at your work location.

POSITION FOR WHICH APPLICATION IS MADE: _____

Please respond to the questions below and sign the Declaration at the end of this form:

- | | | | | |
|---|-----|--------------------------|-----|--------------------------|
| 1. Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. (If applicable) Do you have conditions on your SA teacher registration? | N/A | <input type="checkbox"/> | Yes | <input type="checkbox"/> |
| | | | No | <input type="checkbox"/> |

Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal/Director (or delegate) to discuss.

☐ I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the **Principal / Director** (or their delegates) and me.

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal / Director** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the **Principal / Director** immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to CESA.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed: _____ Date: _____

OFFICE USE:

Principal / Director signature: _____ Date: _____

Referred on: _____ Date: _____