

Applying for a Job at Mercedes College

1. All applications must be prefaced by a Mercedes Job Application Cover Sheet, unless you are submitting your application electronically, in which case, please make sure all the information captured on the Mercedes Job Application Cover Sheet is provided in your application.
2. Applications should not be more than eight A4 pages, double sided or fifteen A4 pages single sided.
3. Applications must be provided unbound on loose leaf paper. Please do not use any staples, display books or folders to enclose your application.
4. Applications should have a covering letter which includes a statement in support of your candidacy. In this letter you need to provide us with enough information to determine whether you are likely to be able to successfully fulfil the duties of the position.
5. Applications also need to include a current curriculum vitae (cv) which includes the following information:
 - Personal details
 - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification)
 - Current position
 - Employment history (beginning with the most recent position) giving dates and whether the employment was full or part-time.
 - Membership of professional associations
 - Recent professional development (including professional reading)
 - WACOT registration number or equivalent (teaching positions only)
 - Extra curricular involvement or interests
 - Names, positions and contact details of three referees.
6. For most positions, the College does not provide selection criteria. We recommend that you use the position advertisement together with the duty statement (where provided) to ensure your application demonstrates your ability to fill the role.
7. Please tell us if you do not wish us to contact your referees without your permission.
8. You may include written references with your application.
9. Successful applicants will need to be eligible to apply for the *Working With Children Check*.
10. Applications will be treated in the strictest confidence and handled according to relevant privacy requirements.

Accreditations

Western Australia College of Teaching

It is a requirement by law for teachers to become members of the Western Australian College of Teaching. For information regarding registration, please go the website: www.wacot.wa.edu.au or telephone 1300 652 911 for general enquiries. Please quote your WACOT identification on your application.

Accreditation to Work in a Catholic School

The Mandate Letter states "Catholic schools are important means through which the Church proclaims the Gospel of Jesus Christ" in the world of today. They are privileged places of evangelisation ... (and) contribute to the development of our young through education. They promote the formation of their students in Christian virtue and conscience." (Mandate Letter, 3)

When appointed to a position within a Catholic school, staff members need to gain an adequate understanding of Catholic faith, tradition and practice that enables them to carry out their particular responsibilities within the school. An accredited professional development program is needed to achieve this.

Accreditation for Catholic schools in Western Australia was first introduced in 1984. Since that time minor adjustments have been made to the original framework.

The CECWA Policy Statement [Accreditation](#) was modified in 2003, and as a result a new Accreditation Framework for Catholic schools in Western Australia was ratified by the Catholic Education Commission in August 2003. The majority of the requirements in that framework apply to those staff employed from 1 January 2005.

The Accreditation links will take you to the various Accreditation pathways on the [Catholic Education Office website](#). If you do not know which pathway is appropriate for you, or if you require any further information, please contact Carmen Jones, Accreditation Administration Officer, at the Catholic Education Office by email re.faith@ceo.wa.edu.au or telephone on 9212 9265.

If you wish to register for any of the courses which the Catholic Education Office offer for Accreditation, click to search for [Professional Development](#)

Job Application Cover Sheet: