



APPLICATION FOR EMPLOYMENT

Introduction

The information obtained on this form is used to assess your suitability for employment at Mater Dei. Please return the completed form with a copy of your current resume and relevant qualifications for your application to be considered.

Position applied for _____

Personal Details

Title Mr / Mrs / Miss / Ms / Other

Surname _____

Given Name(s) _____

Home Address _____

Home Phone No _____

Work Phone No _____

Mobile Phone No _____

Date of Birth _____

Place of Birth _____

Religion _____

Are you an Australian citizen?

Yes / No

If no, are you a permanent resident?

Yes / No

If no, do you have a work visa?

Yes / No

Please attach details

Employment History

Please include details of employment history relevant to advertised position

Present Employer _____

Address _____

Position Held _____

No of years employed _____

Main Responsibilities _____

Do you give Mater Dei consent to contact your present employer for the purposes of reference checking? Yes / No

Previous Employer _____

Address _____

Position Held _____

No of years employed _____

Main Responsibilities _____

Do you give Mater Dei consent to contact your previous employer for the purposes of reference checking? Yes / No

Previous Employer _____

Address _____

Position Held _____

No of years employed _____

Main Responsibilities _____

Referees

Please provide the details of at least two referees, preferably including current and previous employers.

Name	Address	Phone No
_____	_____	_____
_____	_____	_____

General

Do you hold a current driver's licence? Yes / No

Please provide details Number _____ Expiry Date _____ Class _____

Do you agree to undergo a medical examination if required? Yes / No

Are you aware of any medical condition or illness that you feel may inhibit you from carrying out the advertised role effectively? Yes / No

If yes, please provide details _____

I give consent for Mater Dei to seek verbal or written information about me from previous employers and/or referees and authorise the information sought, to be released.

Signed _____ Date _____



Mater Dei School

Mater Dei is a co-educational Catholic Congregational school located in the Wollongong Diocese under the auspices of the Sisters of the Good Samaritan whose ethos is based on the Rule of St Benedict. Our culture is one of peace, prayer, service, hospitality and stewardship. Our Mission is to offer an individual and holistic education in a safe, non-threatening environment for students from Kindergarten to Year 12 who have been assessed with Mild to Moderate Cognitive Disability. This is deemed to be the student's primary Disability, although a student may present with dual diagnosis, eg Down Syndrome and Autism Spectrum Disorder, and/or secondary disabilities including sensory or mobility impairment, mental health issues, emotional or behavioural needs.

The underpinning philosophy of every student's enrolment at Mater Dei School is inclusion into the wider community. This philosophy is founded on providing and maintaining an atmosphere of dignity, respect, equity, social justice and advocacy for the students entrusted into our care. It exemplifies our commitment to the uniqueness and potential of the individual person and the critical impact of self-esteem on each student's stage of development. At Mater Dei School we work collaboratively with families and carers valuing their knowledge, input and competence as the primary educators. We aim to develop a sense of community at Mater Dei and to establish strong partnerships with our colleagues and friends in neighbouring schools and local businesses. We also strive to empower students to live as independently as possible in the least restrictive and most stimulating environment.

Mater Dei School offers small class groupings with Pastoral Teachers responsible for successful teaching and learning situations in Religion Education and all Key Learning Areas. Functional and academic programs are delivered with students receiving instruction individually, in small groups and whole class settings. Pastoral Teachers facilitate, prepare, teach, assess and evaluate students' Individual Education Programs. Students participate in various aspects of Mater Dei School's inclusion program such as Community Access, Inclusive Schooling and Structured Work Placement.

Mater Dei School's curriculum is based on Board of Studies courses that are adjusted according to the individual priority outcomes of students. Incorporated into the Secondary Program offered at Mater Dei School, is the Year 11/12 Satellite Class. The Satellite Class gives senior students an opportunity to access an educational program in a mainstream setting.

Mater Dei School is accredited to offer the School Certificate (Life Skills) whilst students in Years 11 & 12 are eligible to access the Preliminary Certificate and the Higher School Certificate (Life Skills).



The Mater Dei Living Skills Program (LSP)

The Mission of the Living Skills Program is to provide individualised living skills to students, in partnership with their families and school, in order to prepare them for independent and interdependent living in the community of their choice.

Each student's strengths and needs are identified and prioritised by the student, the family, carers, school staff and LSP staff, through the Individual Service Plan (ISP) and Individual Transition Plan (ITP) process, every six to twelve months.

Student programs are monitored by the Living Skills Worker and student priority outcomes may be identified in the following areas:

- participation
- personal care
- household tasks
- recreation and leisure
- communication and socialization
- community access

These programs may occur in the family home, at school, in the residence or in the community and aim to provide consistent support, education and training across all areas of students' lives.

The Living Skills Program operates four houses in the Macarthur area. Each house accommodates five students at any one time, ranging in age from 12 to 18 years. The houses operate from Monday evening to Friday morning during the School Term and are staffed by Social Educators.

Placements are flexible and may be from one to three nights per week.

Details of Residences

Berallier	CAMDEN SOUTH
Richardson	NARELLAN
Teralba	LEUMEAH
Woolpack	ELDERSLIE



Mater Dei Early Intervention Program

Our Mission is to provide quality, family centred early intervention programs to babies and young children with developmental delay or Autism who live in the Camden/Wollondilly area. The services offered aim to enhance the development of the children in all areas. The children, will, therefore have the best opportunity to develop skills, reach their potential and transition successfully to the most appropriate educational setting.

The service is primarily home based, however program staff may visit children in their home, child care service, or other suitable location, while some families may come to the Early Intervention rooms for therapy sessions and educational early learning groups. The multidisciplinary team of early childhood teacher, speech pathologist, physiotherapist and occupational therapist provide individual programs guided by the needs of the child and family.

All children enrolled in the program must have a current written diagnosis of disability or delay from a paediatrician.

Referrals may be made directly to the program by

- Families
- Medical practitioners
- Health professionals
- Department of Community Services
- Department of Education
- Pre schools or early childhood services
- Other services working with the family

Mater Dei Early Intervention Program is funded through the Department of Ageing, Disability and Home Care and the Department of Education and Training, Intervention Support Program.

There is no fee to families for services from the program.

The program is located on the premises at Mater Dei School in Camden.

For further information please contact program staff on 02 4655 7481.



Employment Collection Notice

- ◆ In applying for a position you will be providing Mater Dei with personal information. We can be contacted at the attached postal address, email address, telephone and fax numbers.

- ◆ 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.

- ◆ You may seek access to 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.

- ◆ We will not disclose this information to a third party without your consent.

- ◆ We are required to conduct a criminal record check and collect information as required under Child Protection Legislation.

- ◆ If you provide us with the personal information of others, we encourage you to inform them that you are disclosing this information to Mater Dei and explain why. We also encourage you to explain that they can access this information if they wish and that the Mater Dei does not usually disclose such information to third parties.