EXPRESSION OF INTEREST - GENERAL APPLICATION 2025

St Patrick's College, Launceston

Application Package

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving around 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to coordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website: catholic.tas.edu.au

Overview

St. Patrick's College is always on the lookout for talented and dedicated individuals who are passionate about education and eager to contribute to our vibrant community. Whether you're an experienced educator, a skilled support professional, or someone just starting your career, we invite you to explore the opportunities at our college and welcome your interest in being a part of our team.

With over 245 staff members, St. Patrick's College prides itself on a diverse and dynamic workforce. Our team includes approximately 145 teaching staff and 100 non-teaching staff who work in various areas such as:

- Teaching & Learning
- Teacher Assistants
- Library Services
- Laboratory Technicians
- Music Tutors
- Business Services – Administration, Community Engagement, Finance, HR, Future Pathways and IT
- Wellbeing Services (Psychologists, Social Workers and Counsellors)
- Grounds & Maintenance
- Canteen & Catering

Terms of Appointment

Terms and conditions of employment are in accordance with the Tasmanian Catholic Education Single Enterprise Agreement (2018).

Application Submissions

Please ensure that you submit the following with your application:

- Completed Application Form
- A cover letter (no more than 1 page) explaining your interest in working at St Patrick's College
- A current resume/CV which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken.
- Copy of your WWVP card
- Any other information you consider relevant or supportive of your application

Applications with required accompanying documentation should be submitted to:

Mail: Human Resources
St Patrick's College
PO Box 401
Prospect 7250

Email: hr@stpatricks.tas.edu.au

Confidentiality

Applicants are assured of confidentiality in respect to application submissions, and the information contained therein.

If you have any further queries regarding your application, please do not hesitate to contact human resources at or hr@stpatricks.tas.edu.au or 6341 9988.

St Patrick's College
Application for Employment

Areas of Interest (please tick your preferred):

Teaching & Learning ☐	Teacher Assistant ☐	Library Services ☐	Laboratory Technicians ☐
Music Tutors ☐	Grounds & Maintenance ☐	IT ☐	Community Engagement ☐
Administration ☐	Finance ☐	HR ☐	Canteen & Catering ☐
Future Pathways ☐	Wellbeing Services (Psychologists, Social Workers and Counsellors) ☐		

Work Type: ☐ Casual/Relief ☐ Part Time ☐ Full Time

Family Name:	Title: Miss Mrs Ms Mr Dr
Given Name(s):	Preferred Name:

Postal Address:

	Postcode:

Telephone Preferred Contact Number: Home / Work / Mobile (please circle)

Home:	Mobile:	Work:

Email Address:

Date of Birth:	Religion (optional):

Do you identify as Aboriginal and/or Torres Strait Islander? (Optional)

☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

☐ Yes, both Aboriginal and Torres Strait Islander ☐ No ☐ Prefer not to say

Have you ever been convicted in a court of law for any offence, other than a traffic offence or an offence which you do not have to disclose by virtue of the provision of the Criminal Law (Rehabilitation of Offenders) Act 1986?	Yes / No
Are you an Australian Citizen or a permanent resident? If No: 1. Please provide place of residency: 2. Please provide Visa details:	Yes / No
Does the position you are applying for contain a teaching component? If Yes, please provide: 1. TRB Registration Number: 2. Expiry Date of Registration	Yes / No

Details of Working with Vulnerable People Registration

1. Registration Number:
2. Expiry Date:

Educational Qualifications - detail highest academic qualification awarded	
Title:	
Where obtained:	Year obtained:
Certified Copies of all academic qualifications held and academic transcripts must be attached.	

Have you been employed with the CET? Yes / No

If yes, please provide the following:

1. School / College: From/To:
2. School / College: From/To:

School / College: From/To:

Please ensure that you submit the following with your application:

- A cover letter (no more than 1 page) explaining your interest in working at St Patrick's College
- A current resume/CV
- Certified copies of qualifications
- Copy of your Working with Vulnerable People Registration
- Any other information you consider relevant or supportive of your application.

Applicant Declaration

I certify that the information contained in this application is a true and correct statement of my particulars, qualifications, training, experience and competencies. I understand that statements found to be false within my knowledge may make me liable for immediate dismissal. I understand that prior to employment I must satisfy a Police Check and/or, Working with Vulnerable Persons Check and provide evidence of this to the College.

Applicant Signature:	Date:

Where did you first see this position advertised? (Please Circle)

St Patrick's College Website / Teachers on Net / SEEK / Catholic Education Office Website

Other (please provide details): _____