

Recruitment of Staff in Catholic Schools

Procedure



Contents

1	Purpose	3
2	Scope	3
3	Policy Supported	3
4	Procedure	3
4.1	Introduction	3
4.2	Vacancy	4
4.3	Recruitment File Checklist	5
4.4	Employment Advertising	5
4.5	Panel Selection & Training	5
4.6	Short-listing Applicants	6
4.7	Screening Procedures	7
4.8	Referee Checking	7
4.9	Interview	7
4.10	Selection Decision	8
4.11	Offer of Employment	9
4.12	Written Offer of Employment	10
4.13	Acceptance of Employment	10
4.15	Probation	11
4.16	Privacy and Confidentiality	12
5	Screening Procedures	13
6	Responsibility for Implementation, Monitoring and Continual Improvement	15
6.1	Responsibilities of the Catholic Education Office	15
6.2	Responsibilities of School Leaders	16
6.3	Responsibilities of Staff	16
6.4	Responsibilities of School Board Representative and Parish Priest	16
7	Related Documents / Links	16
8	Revision Record	17

1 Purpose

The Procedure for the Recruitment of Staff in Catholic Schools will assist Principals in the application of leading practice to select the candidate who best meets the requirements of the role. In addition, these procedures ensure all the required practices which protect children and young people in our schools are implemented.

2 Scope

This procedure applies across CESA.

3 Policy Supported

These procedures are to be read in conjunction with the following documents:

- [Catholic Archdiocese of Adelaide Safeguarding Children and Young People Policy](#)
- [CDPP Child Safeguarding Policy](#)
- [Charter for Staff in Catholic Schools South Australia](#)
- Child Protection policies and associated materials: [Safe Environments for all \(CESA Website\)](#)
- [Code of Conduct](#)
- [Duty of Care Policy](#)
- [Protective Practices for staff in their interactions with children and young people Guidelines for staff working or volunteering in education and care settings](#)
- [SAVA – Working with Children Checks Screening Policy](#)
- [Screening and Verification Authority \(SAVA\) – Working with Children Check Guidelines](#)
- [Teacher Accreditation, Formation and Professional Learning for Catholic Identity and Mission Policy](#)
- Principals Standard Operating Procedures (SOPs) are available on [CESAShare/Governance/Compliance Monitoring](#).

4 Procedure

4.1 Introduction

All positions are filled on the basis of merit which is fundamental to the recruitment and selection of employees in Catholic schools.

Catholic schools employ staff who are able to support the Catholic ethos and contribute to the mission of the school. Indicators of this ability, depending on the nature of the vacancy, may be the staff member's active involvement in a Sunday Eucharistic community, commitment to social justice or practical understanding of Catholic ethos.

The procedures have been prepared to assist Principals in their duty to ensure staff are conscious of their responsibility to support the Christian values which the school promotes and to outline the legal and policy obligations and leading practice when employing staff.

The Employment of Staff proformas are available on CESAShare and must be used when entering into any employment contract.

The term 'screening' in this document is the overarching term used to encompass Working with Children Check (WWCC), electronic screening and other screening procedures such as referee checks.

Please note: The positions of Assistant Principal, Religious Identity and Mission (APRIM), Religious Education Coordinator (REC) and those funded by the National School Chaplaincy Program, have additional recruitment procedures. Please contact the Religious Education and Faith Formation team at the CEO for assistance and support when recruiting staff to these positions.

4.2 Vacancy

4.2.1 All permanent positions and all temporary and replacement positions of 12 months or longer must be advertised. Please note, where a staff member being replaced continues on leave beyond 12 months there is no requirement for the replacement position to be re-advertised.

4.2.2 As a minimum, an advertisement must appear on the Catholic Education South Australia (CESA) website: '[Positions Vacant](#)'. There is an expectation that diocesan schools use their school logo when advertising vacant positions on the CESA website, other external recruitment sites (eg SEEK) and in print media. New schools and other strategic CESA appointments are required to include the CESA logo and the school logo in all their recruitment advertising including on the CESA website, external recruitment sites and print media.

All vacancies are open to suitably qualified applicants. For teaching vacancies, it is expected that, provided applicants meet the criteria for the position, applications from country Catholic school applicants, with four or more years' service and those who have qualified for special support by the CEO, will be given active consideration.

4.2.3 A Position Information Document (PID) (also known as role descriptor or position description) must be developed for every vacancy and should include:

- a statement indicating that the position requires demonstrated support of the Catholic ethos of the school;
- a statement that the position is subject to a satisfactory WWCC and other screening procedures and to ongoing WWCC at regular intervals as requested throughout employment;
- a statement that it is a mandatory condition of employment for employees to be and to remain vaccinated against COVID-19 or provide medical exemption to COVID-19 vaccination to comply with the current CESA COVID-19 Vaccination Policy if working in CESA High-Risk Settings;
- a detailed job and person specification, including WHS requirements for the position;
- the PID can also be a valuable tool for the future to assist in measuring work performance and will form part of the professional review process;
- Templates of selected PIDs are available on CESAShare.

4.2.4 The Senior Business Partner - Human Resources and Recruitment Officer at the Catholic Education Office (CEO) can provide assistance and advice on any aspect of employing staff.

4.3 Recruitment File Checklist

The Principal or their nominee, should refer to and complete all sections of the Recruitment File Checklist document for all elements of the recruitment process. (see links at end)

4.4 Employment Advertising

- 4.4.1 The job advertisement must be clear, accurate and feature all essential and desirable criteria of the position. For instance, if a position to be advertised is a permanent vacancy, it cannot be offered to an applicant on a temporary, replacement or casual basis. Temporary, replacement and casual positions must meet the criteria prescribed in the Enterprise Agreement (EA).
- 4.4.2 Advertisements should be carefully checked to ensure that they are not discriminatory in any way. Further information regarding discrimination is available in the Panel Training Handbook. If in doubt, the Principal should contact the Human Resources team at the CEO.
- 4.4.3 Essential specifications for the position should be included in any advertisement. It is expected that an employment advertisement would list an ability to support the Catholic ethos of the school as the first of the essential criteria. Applicants should be advised if additional information on the position is available from the school.
- 4.4.4 'Positions Vacant' site and other media advertisements (such as SEEK) must include a **reference to screening** requirements for the position (e.g., screening requirements apply) and COVID-19 vaccination requirement if working in CESA High-Risk Settings in addition to indicating that CESA is a child-safe, child-friendly environment.
- 4.4.5 The advertisement must inform potential applicants they are required to complete and submit a CESA Employment Declaration form with their application.
- 4.4.6 Closing dates for advertisements should normally be at least two weeks from the date advertised, ideally providing two weekends for an applicant to prepare and submit their application.

4.5 Panel Selection & Training

- 4.5.1 It is not appropriate for the Principal or their nominee, to make an employment decision alone. It is expected that the Principal or their nominee, forms a panel of at least two people to assist with the selection process. Having more than one person involved in the selection process minimises the chances of a poor or wrong selection decision or critical processes being overlooked. Where possible, both genders should be represented on the panel, which should also include representatives from the school staff if deemed appropriate. The panel may also include a School Board Representative and Parish Priest (or their nominee).
- 4.5.2 The Principal or their nominee, should ensure that all panel members are appropriately trained in the process of recruitment and selection. Refer to the Panel Training Handbook for further information.
- 4.5.3 Copies of all applications should be distributed to all panel members in conjunction with panel training.

- 4.5.4 All panel members must be advised of the confidential nature of the recruitment and selection process and should disclose any 'conflict of interest' in relation to applicants (e.g., applicant is a relative or the panel member has had a previous experience of a particular applicant which may influence their objectivity as a member of the panel).
- 4.5.5 All applications for positions should be acknowledged as soon as possible following the closing date.

4.6 Short-listing Applicants

- 4.6.1 The panel should select a short list of applicants who best fit the criteria as detailed in the PID.

- **Essential criteria** are those factors that are crucial and compulsory to the performance of the position. The panel should be made aware of the importance of the applicant's ability to support the Catholic ethos of the school as essential to the role.
- There is evidence of the following:
 - compliance with; the current valid COVID-19 vaccination status if working in CESA High-Risk Settings;
 - current and valid Working with Children Check;
 - current SA Teacher Registration (teachers only);
 - current Responding to Risks of Harm, Abuse and Neglect - Education and Care training (RRHAN-EC); and
 - current and appropriate First Aid training.

It is important to note, non-teaching staff / ESOs new to CESA are required to undertake the RRHAN-EC and appropriate First Aid training as soon as possible on their commencement, as directed by the Principal (or their nominee).

- **Desirable criteria** are those that will be beneficial to the applicant in performing the role (e.g., not essential or mandatory).

- 4.6.2 **Before finalising the shortlist, the panel must:**

- **check COVID 19 vaccinations status** is current and valid to ensure the applicant is eligible to work in CESA High-Risk Settings;
- **check qualifications** (professional and academic);
- **verify references** by phoning referees, one of whom should be the last Principal/employer (never use written references alone as a basis for employing a person);
- **undertake an electronic screening** on all short-listed applicants through a web-based application through the CESA landing page.

- 4.6.3 The Panel Chair must ensure that a completed CESA Employment Declaration form has been processed for every short-listed applicant.

This form is a single page that contains questions relating to:

1. Criminal offences
2. Written warnings / resignation / dismissal

3. Questions relating to the necessity for child protection issues to be raised with each of the applicant's referees

The Principal (or their nominee) is responsible for reviewing the CESA Employment Declaration forms. If there are any potential concerns, the Principal must discuss these with their Schools Performance Leader in the first instance.

4.7 Screening Procedures

There are four critical elements of the screening procedures and it is vitally important that each element is conscientiously complied with. These elements are:

1. Holding a current acceptable Working with Children Check (WWCC)
2. Electronic screening
3. Reference checking
4. Completing a CESA Employment Declaration form

Further information relating to the screening procedures is detailed at Section 5 of this document.

4.8 Referee Checking

The Principal (or their nominee) must ensure that character referees are contacted to establish a person's suitability for all positions.

Further information relating to referee checking is detailed in Section 5 – Screening Procedures.

4.9 Interview

- 4.9.1 The purpose of the interview is to help ensure the applicant who best meets the requirements of the role is recommended for appointment.
- 4.9.2 In conducting an assessment about the applicant's suitability for the role, working with children and the commitment of the applicant to adhering to CESA's child-safe and child-friendly environment must also be addressed.

It is essential all compulsory questions relating to working with young children / child protection are asked at interview. The compulsory questions are:

- Tell us about why you want to work with children?
- Describe a time when you had to manage a child whose behaviour you found challenging?
- Working with children and child protection are core to our business and values. Have you ever had any involvement with, been investigated, or been charged with an offense against children?
- Other than your own family do have special relationships with children. Tell us about them?
- Is there anything that you are aware of that may cause a concern or raise question about your suitability to undertake your role? (e.g., child or criminal offences).

- 4.9.3 To assist the selection process, each panel member should write their own notes during each interview or as soon as possible thereafter which will form part of the overall record of the process. Recording sheets detailing the criteria for the job position should be prepared for the interview panel prior to commencing the interviews.
- 4.9.4 Applicants new to CESA must be informed at the interview and again at the time of offer that their position may be subject to a probationary period in accordance with the relevant Enterprise Agreement (refer to 4.12). All permanent teaching appointments will be regarded as probationary for the first 2 school terms of the appointment. Also, teachers must attend the CESA 'Induction to SA Catholic Schools' module at the commencement of their employment. New Education Support Officers or Indigenous Education Officers may be employed for a probationary period not exceeding six months.
- 4.9.5 Applicants must be informed, at the time of interview and again at the time of the offer that the employment offer is subject to the proposed employee satisfactorily meeting the screening requirements. This includes the requirement to hold or obtain a current valid WWCC prior to commencement and ongoing WWCC at regular intervals as requested throughout their employment. Additionally, a satisfactory reference check must be completed with the current or most recent employer.
- 4.9.6 During the interview, applicants may be asked if they have recently accepted a teaching position at any another school. This is particularly relevant for those who have accepted a country teaching position.
- 4.9.7 It is the Principal's responsibility to appoint new members of staff. The panel members recommend an applicant at the conclusion of interviews and referee checking. Depending upon established local practice, if the Parish Priest and School Board Chairperson have not been involved in the interviewing process, the Principal may consult with them before making a final decision on the successful person and subsequent offer of employment.

4.10 Selection Decision

- 4.10.1 In making the selection decision, it should be remembered that there are three main parts to the selection process:
- the application;
 - referee checks and screening;
 - the interview.
- 4.10.2 If the most suitable applicant is not a permanent employee and the teaching position advertised is permanent, prior approval to appoint must be obtained in writing from the Diocesan Director before advising the preferred applicant. The Principal is to submit **'a request for approval for permanent status' (TT3)** form.

Approval is usually granted within 48 hours. However, if the matter is more urgent, please contact the Human Resources team at the CEO or the School's, Schools Performance Leader.

4.11 Offer of Employment

4.11.1 The Principal (or their nominee) is required to explain in detail exactly what is being offered so that the successful applicant and the school can enter into an agreement with as full knowledge of the facts as possible.

4.11.2 It is important that when a position is offered (either by phone or in person) that items for discussion, if not discussed previously, must include:

- the school's general expectations of staff;
- probationary requirements;
- the nature of the duties involved in the job being offered, including extra curricula activities in which teaching staff are expected to take part (see the Enterprise Agreement);
- if the applicant is to teach Religious Education, either the Principal or the Assistant Principal Religious Identity and Mission (APRIM) or Religious Education Coordinator (REC) should discuss the Religious Education program in some detail;
- Teacher Accreditation Policy;
- requirement to immediately inform the Principal (or their replacement), for the duration of employment, if an employee is charged with or convicted of a criminal act at any time, excluding expiable offences;
- First Aid Certificate requirements;
- the requirement for all staff to be trained in Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training (previously known as Responding to Abuse and Neglect – Education and Care training) with updates required every three years;
- commencement date – it may not be possible to indicate clearly a commencement date due to the need for a WWCC and/or COVID vaccination status if working in CESA High-Risk Settings. For employees new to CESA this means that the commencement date will be subject to further notification by the Principal;

It is important to note, if the staff member is starting their new position at the commencement of a new school year, there is a requirement to provide details of any additional Professional Development days that the employee must attend prior to the commencement of the school year at offer of employment and in the letter of employment.

- induction –the school's induction process for all staff and the system's Induction Module, see SACCS Teacher Accreditation Policy;
- information where all relevant policies and guidelines can be accessed.

4.11.3 Subsequent to this discussion, if the Principal is still satisfied and all relevant requirements have been adhered to, a formal job offer may be made.

4.12 Written Offer of Employment

- 4.12.1 The employment offer should be made with care. All employment offers should be made and accepted in writing. **No offer of employment should be made before confirmation of screening clearance and COVID-19 vaccination status if working in CESA High-Risk Settings.** It is essential offers of employment are based on the most recent proforma available on CESAShare.

CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

- 4.12.2 The offer of employment is legally binding if accepted, whether in writing or verbally. A letter of acceptance proforma which needs to be signed and returned by the employee should accompany the employment offer.
- 4.12.3 Approval to appoint a non-permanent teacher to a permanent position must be obtained prior to offering the position. This approval is sought by forwarding a Request for Approval for Permanent Status form (TT3) to the Human Resources team at the CEO.
- 4.12.4 It is important to note that the classification of an employee is specified in the relevant Enterprise Agreement as: Permanent, Temporary, Replacement or Casual. Offers of employment can only be made in these employment categories and in accordance with the conditions and criteria outlined in the Enterprise Agreement.
- 4.12.5 A copy of the PID and Code of Conduct should accompany the letter of offer. The PID and Code of Conduct are to be signed and filed.
- 4.12.6 If there are any concerns relating to the written offer of employment, contact a Senior Business Partner – Human Resources in the Human Resources team at the CEO.

4.13 Acceptance of Employment

- 4.13.1 The acceptance of employment from the successful applicant should be in writing.
- 4.13.2 Although the acceptance should refer to the Letter of Offer, this is not essential as long as copies of all correspondence are kept.
- 4.13.3 A copy of the written offer of employment and the formal acceptance should be placed on the employee's personnel file.
- 4.13.4 Once the offer has been accepted, applicants who have not been successful must be notified immediately. It is good practice to offer to provide feedback to unsuccessful applicants, particularly those short listed.

4.14 Prior to Commencement

- 4.14.1 The staff member must present their current acceptable WWCC original and certified copy or teacher registration certificate (refer Section 5).

Copies of the clearance letter can be made but only with the permission of the applicant. The date of expiry of a WWCC is the most relevant piece of information for site records and should be recorded in Preceda (or alternative location).

The staff member must also present verification of COVID-19 vaccination status if working in CESA High-Risk Settings.

- 4.14.2 The Principal will establish an induction process appropriate for their staff. In addition, teachers are required to undertake accreditation in accordance with the SACCS Teachers Accreditation Policy. Non-teaching staff may wish to access the induction session offered by the Human Resources team at the CEO each year.

Induction should be discussed with new staff on commencement including all aspects of WH&S requirements and relevant policies and procedures such as the:

- Charter for Staff
- Code of Conduct
- Duty of Care Policy
- Information Technology Policies including Security
- Protective Practices for staff in their interactions with children and young people guidelines
- Reporting Harm of Children and Young People Procedure
- Any other matters of local relevance

- 4.14.3 Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training is mandatory for all staff and should ideally be completed prior to an employee commencing with the school, or as a minimum, the employee must have a training date confirmed as soon as possible.

4.15 Probation

- 4.15.1 A staff member on probation is, as the term suggests, trying to demonstrate that they are able to fill a particular position satisfactorily.

- 4.15.2 Probation periods are in accordance with the Enterprise Agreement. All permanent teaching appointments will be regarded as probationary for the first 2 school terms of the appointment. A new Education Support Officer or Indigenous Education Officer may be employed for a probationary period not exceeding 6 months.

Teachers should be placed on probation if they are commencing their first year of teaching.

- 4.15.3 Teachers may be placed on probation if they are transferring from one employing entity to another, e.g.,
- from one non-diocesan school to another non-diocesan school;
 - from a non-diocesan to a diocesan school;

- from a diocesan school to a non-diocesan school; or
- on appointment to a promotion position.

4.15.4 Permanent staff transferring from one diocesan school to another diocesan school are not normally placed on probation.

4.15.5 The Principal (or their nominee) should meet with staff members who are on probation at least once a month. At these meetings, the successful aspects of performance should be emphasised as well as any aspects that need attention and improvement.

The purpose of these meetings is to ensure that the person on probation receives support and feedback regarding their performance. Behaviours and strategies that lead to successful performance should be praised and encouraged. Aspects of unsatisfactory performance and strategies for improvement should be clearly articulated and documented. All induction processes must be completed during the probation period.

4.15.6 Records should be kept of all meetings.

4.15.7 Staff members on probation would normally expect to complete their full probationary period.

4.15.8 A staff member on probation may have their employment terminated before the end of a probationary period if that person does not meet a satisfactory standard of performance. Where a teacher on probation is deemed by the employer to be unsatisfactory, the employer may, with the consent of the Teacher, extend the probationary period for a single extension of a period not exceeding 2 school terms (calculated in accordance with the Enterprise Agreement).

4.15.9 Before employment is terminated, the employee should be advised in writing of the grounds for dissatisfaction, then be given help and counselled in accordance with the Enterprise Agreement. It is essential that the Principal consults with their Schools Performance Leader before any dismissal / disciplinary action is taken.

4.15.10 At the end of a satisfactory probationary period, the staff member on probation should be formally advised in writing that their probationary period has been satisfactorily completed.

4.15.11 If a staff member on probation does not receive any advice to the contrary, they are automatically confirmed in their position when their probationary period expires.

4.16 Privacy and Confidentiality

4.16.1 Job applications, unsolicited resumes, notes taken during or as a result of employment interviews, and information received from a reference or referee check are not exempt from the Privacy Act.

4.16.2 Care must be taken to ensure that all records are stored in a confidential place and that only authorised personnel can access the records. All records should be stored in accordance with advice from CESA (User Guide B_ Records Management - Retention Schedule).

5 Screening Procedures

There are four critical elements of the screening procedures that must be applied with. These elements are:

1. Holding a current valid Working with Children Check (WWCC)
2. Electronic screening
3. Reference checking
4. Completing a CESA Employment Declaration form.

5.1 Working With Children Check

This document, together with the Screening and Verification Authority – Working with Children Check Guidelines, Screening Policy – Working with Children Checks and the Screening Decision Chart outline the screening requirements for all CESA employees.

- In every situation where a WWCC is required, a CESA electronic screening is also required;
- Screening and Verification Authority – Working with Children Check Guidelines and Screening Decision Chart are located on CESAShare.

If the Applicant is new to CESA or if the Applicant does not hold a current valid clearance for Catholic Schools, the Applicant must provide to the location, their Full Name, Date of Birth, a contact number, an email address and a Postal Address along with a staff member (NAP) sitting the originals for a 100 point check for identification.

The school (NAP) will then complete the required Initiation Check Request Form and lodge it with the Screening and Verification Authority (SAVA). The Applicant will receive a notification to apply for their WWCC from the Department of Human Services (DHS) to be completed online. The SAVA will commence the check process which will enable the Applicant to then complete their online application.

SAVA will finalise the submission process and will continue to monitor the progress of the check.

It is a legal requirement that all staff, contractors and volunteers engaging in child related work require a valid current WWCC issued by DHS.

5.2 Electronic Screening

An electronic screening must be undertaken, and the results known and confirmed of the screening clearance prior to any offer of employment being made. Clearance notification must be received from the Human Resources team at the CEO and filed and recorded as a valid clearance. This screening process is undertaken through a web-based application through the CESA landing page.

The Principal must ensure that they provide access to the electronic screening information and log in details to an Acting Principal and/or Acting Leader during periods of leave.

5.3 Referee Checks

The Principal (or their nominee) must ensure that character referees are contacted to establish a person's suitability for all positions, including volunteers. The Principal (or their nominee) must ensure that the applicant's current or most recent employer (or appropriate person) is contacted to verify employment history and to establish suitability for the position advertised for all short-listed applicants. The referee questions and questioning must include relevant screening procedures and in particular ask whether there are any child protection concerns regarding the applicant.

Referees should include line managers or other people who can be objective, rather than colleagues or friends.

The following are some examples of appropriate persons to contact:

- most recent Principal;
- supervising teacher from a recent practicum for graduate;
- relevant Human Resources Manager or employer for non-teaching position;
- relevant Line Manager or Supervisor with sufficient authority and knowledge of the applicant.

It is mandatory that the applicant's current or immediate past employer must be contacted as a referee. Where a current or immediate past employer is not listed as a referee by the preferred applicant, the panel must ensure that the applicant is advised of this requirement and consents to contact being made with them.

The value of detailed referee checking should not be underestimated. All Principals should be aware of the obligation to disclose significant information in appropriate circumstances when they contact or are contacted as a referee. This is especially the case in circumstances where the information is so important that not to disclose it may be dishonest or misleading.

The safety and wellbeing of children is integral to our organisation, and we are required to ensure that those employed by us, even if working with children is not a specific requirement of their role, do not pose any threat to children. The following compulsory referee questions relate to this area and must be asked when conducting all referee checks.

The Referee Report Form has a standard suite of referee questions including the compulsory child protection questions which are highlighted below:

- 'Working with children and child protection are core to our business and values. Has the applicant ever had any involvement with, been investigated, or been charged with an offense against children'?
- 'Are you aware of any child protection concerns regarding the applicant'?
- 'Other than the applicant's own family does the applicant have special relationships with children? If yes, tell us about them'.
- 'Is there anything that you are aware of that may cause concerns or raise questions about the applicant's suitability to perform our role'?
- 'Would you employ the applicant and if so, in what capacity'?

5.4 Declaration for Employees

The CESA Employment Declaration form, for Employees applies to all applicants including existing employees of Schools and CEOs.

All advertisements for school positions, both on 'Positions Vacant' and in the local or national print and online media, will inform potential applicants that they are to complete the CESA Employment Declaration form and submit it with their application. Schools can also decide to include a copy of the form in any Information for Applicants package sent to prospective applicants.

The Employment Declaration form contains questions relating to criminal offences and written warnings / resignation / dismissal, as well as a question in relation to the necessity for child protection issues to be raised with each of the applicant's referees. This form also makes provision for the applicant to opt for a discussion with the Principal (or their nominee) rather than answer one or more of the questions. The form can be placed in an envelope marked 'Confidential' and is addressed to the Principal (or their nominee). This form accompanies the application.

The Principal (or their nominee) is responsible for opening the envelopes.

If all questions are answered with a 'No' response, the application is dealt with in the normal manner.

If any question is unanswered the applicant must complete the CESA Employment Declaration form and request a meeting with the Principal (or their nominee), one week prior to close of applications. The form must be submitted with the application and held in abeyance until the Principal (or their nominee), seeks appropriate advice in order to make a determination concerning the applicant's suitability for employment.

If any question is answered with a 'Yes' response, the application is held in abeyance until the Principal seeks appropriate advice in order to make a determination concerning the applicant's suitability for employment.

An applicant seeking a meeting with the Principal (or their nominee) will be asked to submit their application one week prior to the closing date. This is clearly indicated on the Employment Declaration form.

The Employment Declaration form informs prospective employees that a successful applicant found to have made a false statement on this form may be dismissed. It also warns the successful applicant that should there be a significant change in the employee's circumstances that relates to the screening process they must inform the CEO immediately.

6 Responsibility for Implementation, Monitoring and Continual Improvement

To enable the implementation of the Procedures for recruiting staff in Catholic Schools, the following responsibilities are listed:

6.1 Responsibilities of the Catholic Education Office

- to implement procedures and to provide appropriate consultancy services, advice and support to Principals in the Recruitment process.

6.2 Responsibilities of School Leaders

- adopt leading practice in the recruitment and employment of new staff;
- to ensure all the required practices which protect children and young people in our schools are implemented in accordance with the procedures;
- to make adequate provision for training and professional learning for all staff and panel members involved in the recruitment and selection of new staff;
- to disclose any 'conflict of interest' in relation to any particular applicant.

6.3 Responsibilities of Staff

- to undertake training and professional learning in relation to the recruitment and selection process for new staff;
- to contribute to the development, implementation and review of recruitment, selection and employment practices at the site;
- to ensure information regarding the recruitment and selection process is confidential to the panel;
- to disclose any 'conflict of interest' in relation to any particular applicant.

6.4 Responsibilities of School Board Representative and Parish Priest

- to undertake training in relation to the recruitment and selection process for new staff;
- to disclose any 'conflict of interest' in relation to any particular applicant;
- to ensure information regarding the recruitment and selection process is confidential to the panel.

7 Related Documents / Links

Documents

- 7.1 [Panel Training Handbook](#)
- 7.2 [Screening Decision Chart](#)
- 7.3 [CESA Employment Declaration form for School Employees](#)
- 7.4 [CESA Recruitment Process Flowchart](#)
- 7.5 [Referee Report Form](#)
- 7.6 [Screening and Verification and Authority – Working with Children Check Guidelines](#)
- 7.7 [Screening Policy – Working with Children Checks](#)
- 7.8 [CESA COVID-19 Vaccination Policy](#)

Links to [CESAShare](#) and [People Leadership & Culture \(Human Resources\)](#) (Recruitment)

Catholic Education Office (CEO) website: "[Positions Vacant](#)"

PLC (HR) Recruitment:

- [Employment Templates](#)
- [Position Information Document \(PIDs\)](#)
- Electronic screening through the CESA landing page at:
<https://screening.cesa.catholic.edu.au/Login.asp>
- [Procedures for Electronic Screening of Applicants](#)
- [Request for Approval for Permanent Status \(TT3\) form](#)

Principals' School Operating Procedures (SOPs) are available on [CESAShare/Governance/Compliance Monitoring](#)

8 Revision Record

The following roles provide a point of contact for the policy and are responsible for its ongoing review and revision.

Document Title	Recruitment of Staff in Catholic Schools
Document Date	March 2022
Policy Owner	People, Leadership and Culture Standing Committee
Contact	Senior Business Partner – Human Resources / People, Leadership and Culture section
Approval Authority	South Australian Commission for Catholic Schools
Review Date	March 2026
Revision History	December 2019, August 2016, November 2022 (change to COVID-19 Vaccination Policy)