



DIOCESE OF  
**LISMORE**

# CONFRATERNITY OF CHRISTIAN DOCTRINE

## SRE Teacher Application Form

Please complete this form if you wish to apply to become an SRE teacher.

### PROCESS

1. Complete **Application Form** and return to Parish Administration Office
2. Interview with Parish Priest, provide photo ID if you are unknown to PP.
3. Apply for **Working With Children Check Clearance** WWCC or provide current details
4. Written acknowledgement of successful application
5. Complete **Annual Teacher Engagement** Form
6. Issued with **Authorisation Card**
7. Complete **Mandatory SRE Teacher Training**
8. Assigned to a School/Class as either Teacher Assistant or Teacher, depending on experience.

### 1. APPLICANT DETAILS

TITLE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ POSTCODE \_\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

WWCC: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

#### DETAILS OF PRIOR EXPERIENCE:

**TEACHING EXPERIENCE:**          PRIMARY          SECONDARY          YEARS : \_\_\_\_\_

#### DETAILS OF MOST RECENT TEACHING PLACEMENT:

WHERE: \_\_\_\_\_

WHEN: \_\_\_\_\_

**SRE TEACHING EXPERIENCE**          PRIMARY          SECONDARY          YEARS: \_\_\_\_\_

WHERE: \_\_\_\_\_

WHEN: \_\_\_\_\_

SRE TRAINING COMPLETED:          CCRESS UNITS          ICCOREIS UNITS          OTHER

Please provide copies of certificates for any units/modules completed.

OTHER RELEVANT EXPERIENCE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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## 2. Parish Priest or Administration

I have sighted photo identification for this person.

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PARISH SEAL

### Collection Notice

In applying to work as a Volunteer SRE/Catechist with CCD you will be providing personal information to us. As you would be aware the Privacy Act (1988) was extended to non-government organisations such as the Catholic Church on 21 December, 2001. CCD is committed to our obligations under the National Privacy Principles that relate to the handling of all personal and sensitive information.

CCD collects personal information about SRE/Catechists in order to:

- assess and process applications and enrolments for the SRE/Catechist training courses, and other events hosted by CCD;
- circulate notices, letters, bulletins, brochures, forms or papers needed by SRE Teachers/Catechists;
- keep a database of information for statistical data, records and reports;
- conduct any other communication that may be needed in the course of the work of the CCD.

CCD within the Diocese of Lismore gives an undertaking that great care is taken with personal information provided. All information is kept secure. The database is password protected and is accessible by only a small number of staff. Lists of names and addresses are not shared with other organisations or third parties.

Please note that if you do not choose to provide us with necessary information you may not be able to work as a volunteer SRE Teacher (Catechist) for the Diocese of Lismore. The information kept by the CCD is for the use of CCD within the Diocese of Lismore only. Disclosure of your personal information to a third party will not occur without your permission. If you wish to access your personal information, have it updated or deleted please contact in writing:

Mrs Anna O'Dwyer, Diocesan Director CCD, The Chancery PO Box 1 LISMORE NSW 2480

### RECORD KEEPING

### PLEASE MAKE 1 COPY OF THIS FORM

**Original** To be held at Parish Office

**Written reply and Engagement Form Issued**

**Copy** Retained by Applicant

YES

NO

DATE