

## **Employment**

### ***Information for Casual Relief Staff at the Nazareth Early Childhood Centre***

All volunteers and employees are required to hold a Catholic Police Check which can be completed with us. The process requires you to provide two forms of ID (Passport or Birth Certificate and a Drivers Licence or similar. A Marriage Certificate must also be provided if applicable) and is subject to a fee.

You must provide a Statutory Declaration prior to commencing employment as required by the Regulations under the Children's Services Award 2010 and you authorise the employer to obtain, at any time during the employment, details of any criminal convictions. Please note that your signature on the Statutory Declaration must be witnessed by a Justice of the Peace, lawyer, or Commissioner for the taking of an affidavit.

If applying for a qualified position your original Childcare Diploma or Early Childhood Teaching Degree must be presented prior to commencing employment.

Relief positions are casual and as such are not an ongoing position. The position is subject to ongoing satisfactory police checks at regular intervals as requested throughout your employment.

Your conditions and rates of pay for your position are in accordance with the Children's Services Award 2010. A copy of the award may be viewed online at:

<http://online.cesamet.adl.catholic.edu.au/docushare/dsweb/View/Collection-375>

Casual employees are not entitled to the provisions of annual and personal leave or public holidays, allowance for which has been provided for in the 21% casual loading which will increase by 1% from 1 July annually to a maximum of 25%.

Whilst employed at Nazareth Catholic Community you will be expected to support our aims and philosophy by your conduct and interactions with the community and by being an example of christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Nazareth Catholic Community. It is also essential that your conduct does not at any time adversely affect the reputation of the Nazareth Catholic Community.

It is a condition of employment that you make yourself aware of the various Occupational, Health, Safety and Welfare policies and procedures. You are required to take all reasonable care to protect your own health and safety as well as that of other persons with whom you come into contact in your employment. You will also be expected to actively participate in any training offered with respect to Occupational, Health, Safety and Welfare.

As an employee of Nazareth Catholic Community you must observe strict confidentiality with information received at the workplace.

Compliance with guidelines, instructions, policies and procedures of the Nazareth Early Childhood Centre is required at all times.

December 2010