

***Applications are invited from suitably qualified, highly motivated Human Resource Coordinator's to join our team whilst being fully supportive of the ethos of a Catholic School in the Mercy tradition.***

**Human Resources Coordinator**

*A unique opportunity for an HR Coordinator looking at building a new role providing the College support in a wide range of HR activities. The role will have responsibility of the processes of recruitment as well as a range of strategic initiatives such as policy development, compliance and performance and appraisal processes.*

**Founded in 1896, Mount Lilydale Mercy College is a Catholic co‑educational 7-12 College in the outer eastern suburbs, catering for the needs of 1500 students within an environment of care based on Gospel values.**

**CRITERIA**  
The successful applicant will report directly to the Principal and provide leadership and support in line with the educational mission of the College.

Key responsibilities of this role, include:

* To play a pivotal role in the College's learning organisation culture
* Leading Human Resources within the College and developing this area
* Staff recruitment and induction of new employees
* Working with Payroll in the administration of departures and off boarding
* Provision of generalist HR advice to the Principal
* Staff contract variations and staff leave
* Policy development including programs and procedures
* Performance and appraisal processes of current staff
* Human Resources projects and initiatives that will contribute to the improvement of HR delivery across the College
* College compliance

Key performance indicators for this role, include:

* Will have a demonstrated commitment to Catholic education and to the safety, wellbeing and inclusion of all children
* Will have proven success in an HR role
* Will have the ability to plan, organise and prioritise competing demands
* Will have excellent communication skills
* Will have excellent IT skills
* Will have knowledge, experience and/or qualifications appropriate to the role.
* The successful applicant will be appointed as a Category C Education Support Employee, (Victorian Catholic Education Multi-Enterprise Agreement 2018). Category C employees work 45 weeks per year and receive seven weeks’ paid school holidays.

Please refer to the Human Resources Coordinator Role Description available on the College website for further details. **www.mlmc.vic.edu.au/about-us/employment**

*Applications are required to be lodged on the Official Application Form and all documents merged into one single PDF.* **Please email to employment@mlmc.vic.edu.au.***The official Application form is available from our website at www.mlmc.vic.edu.au/about-us/employment*

* Applicants should forward an accompanying letter and a Curriculum Vitae with this Application Form.
* The names of three confidential referees and their telephone contact details, including personal telephone numbers, should be included in the application.
* All staff are expected to support the Catholic ethos of the College and to abide by the Statement of Principles Regarding Catholic Education.
* Applications must hold a current Employee Working with Children Check and National Police Check
* Mount Lilydale Mercy College is an equal opportunity employer.

Interested applicants are invited to obtain any additional information about the College and this position by contacting the Executive Assistant to the Principal via phone 9735 4022 or by email: [employment@mlmc.vic.edu.au](mailto:employment@mlmc.vic.edu.au).

**Applications for this position close on Monday 8 August at 4.00pm.**

*This College community promotes the safety, wellbeing and inclusion of all children.*

**Position: Human Resources Coordinator**

**Accountable to: Principal**

**Principal Accountabilities**

“Catholic schools are the spearhead of the Church’s mission to the world. The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ’s teaching.”

The core purpose of the Catholic school is to take forward the mission of Jesus and the Church in partnership with parents and parish for the formation, education and development of the students entrusted to the school.

Leadership in a Catholic school involves the capacity to articulate and support the vision and mission of the College and the ability to link that vision and mission with the day to day programs. Leaders must have the ability to communicate expected behaviours and outcomes for staff.

As a leader in a Catholic school an important goal is to **enhance Catholic identity**, so that all may recognise God’s presence permeating every aspect of the school. This is done by strengthening the integration of faith, life and culture, inviting students to discover God’s presence in their daily lives and engaging them in a dialogue between their life experiences and Catholic teaching.

*Adapted from statement Catholic Education Office, Melbourne*

1. **Responsibility.**

The Human Resources Coordinator will play a pivotal role in the College's learning organisation culture.

They will be visionary and have the capacity to think analytically and to contribute meaningfully to strategic planning. Human Resources supports and models the College values and ethos when dealing with all stakeholders by:

* Providing a people orientated strategic and operational service and advice to the Principal of Mount Lilydale Mercy College
* Supporting the Mount Lilydale Mercy College community by reviewing current human resourcing processes regularly and where appropriate promote amendments
* With high-level relationship skills, they will serve as an outstanding ambassador for the College, promoting its policies and exemplifying its standards.

1. **Key Tasks Associated with this Role include:**
   1. Lead the People & Culture
      * Lead Human Resources within the College by providing advice to the Principal. Starting as a single role, develop this area to be a People and Culture Office within the College.
      * Work in close collaboration with other Leaders to ensure a consistent, high- quality service and constantly review the efficacy of various processes and programs.
      * Develop and role model a culture that is open to change and supports learning collaboration.
      * Track and advise the Principal on all staff celebrations, farewells, recognitions and milestones.
      * Assist the Principal in the processes concerning staff disciplinary processes.
   2. Staff Recruitment
      * Work collaboratively with EA to the Principal and the College Executive to develop inclusive recruitment initiatives and strategies that also support induction, retention, review and career development of all staff.
      * Coordinate the recruitment and selection processes for new staff including but not limited to advertising, development of position descriptions and key selection criteria, applicant management, shortlisting and pre-screening support, scheduling of interviews, establishing interview questions and other selection and assessment processes. Including also, communication to unsuccessful applicants.
      * Monitor applications and keep the Principal informed of the progress of positions throughout the recruitment life cycle.
      * Oversee preparation of employment contracts and onboarding paperwork.
      * Research contemporary recruitment practices and systems as required.
      * Keep abreast of the changing nature of recruitment, particularly technological changes.
      * Include diversity, equity and inclusion in the recruitment process, onboarding, inductions and internal promotions
      * Develop processes for collecting and analysing data which assists in the understanding of staff retention and engagement trends.
   3. New Staff Induction
      * In conjunction with the Principal, Deputy Principal Organisation and the Executive Team, ensure that a framework for induction exists for both teaching and Educational Support staff. Review the process annually.
      * Provide new staff profile updates to the College Community prior to staff beginning at the College.
      * Oversee the induction process for all new employees, volunteers and contractors and contract tutors. Ensuring that relevant leadership roles are involved and engaged with the induction of new staff.
   4. Staff departures and onboarding
      * Work with Payroll in the administration of departures and offboarding:
        + Provide notice to all relevant departments of the College regarding the exit date for staff leaving the College. This includes staff on approved long term leave i.e. a semester of Long Service Leave, Parental Leave, LWOP.
        + Provide an exit form in a timely manner to all departing staff, ensuring a resignation letter has been received and an acknowledgement letter from the Principal has been provided to the staff member confirming the staff's exit date.
        + Conduct. record and document exit interviews with departing staff when required.
        + Ensure all college property is returned prior to the staff member leaving including: laptops or other devices, keys, resources, etc
        + Ensure payroll have timely advice to enable timely final pay calculations.
      * Provision of Generalist HR Advice to the Principal.
   5. Contract Variations
      * Ensure all contracts within the College are documented and tracked.
      * Document all contract variations and leave cover.
   6. Policy Development
      * Develop, maintain and implement efficient administrative policies, programs and procedures in relation to human resources.
      * Working with the DP Organisation to track and develop policy processes within the College to ensure all policy is up to date, relevant and in accordance with all governing and regulatory bodies including VRQA, MEL, VCAA, Child Safety and CCYP.
      * Ensure that College policies are compliant with all legislation.
   7. Performance and Appraisal Processes
      * Develop, review, and monitor the administrative records for all MLMC staff performance appraisals including goal setting where appropriate.
      * Work with the College leadership to document and process Annual Review Meetings, especially for non teaching staff.
      * Administer the EMS 360 or other relevant HR software.
      * Assist in the Positions of Leadership (POL) appointment and appraisal processes.
   8. Human Resources Projects
      * With direction from the College Executive, develop, implement and manage a broad range of HR projects and initiatives that contribute to the improvement of Human Resources delivery across the College.
      * Support these activities as directed.
   9. Work Health and Safety
      * Ensure a safe working environment supported by relevant policy, procedures and resources.
   10. College Compliance
       * Maintain and develop College compliance processes as directed in working with other compliance staff.
       * Maintain the College LINKSAFE system (or other database) to track staff compliance.
       * Monitor staff WWCC, VIT registration and renewal processes.
       * Maintain and manage National Police Checks
       * Maintain and oversee compulsory staff learning modules through MEL (Salt system) and other regulatory bodies.

**Conditions of Position:**

1. **Occupational Health & Safety**

As per Current College Policies

1. **The successful applicant:**
   * + Will have a demonstrated commitment to Catholic education and to the safety, wellbeing and inclusion of all children
     + Will have proven success in an HR role
     + Will have the ability to plan, organise and prioritise competing demands
     + Will have excellent communication skills
     + Will have excellent IT skills
     + Will have knowledge, experience and/or qualifications appropriate to the role.
     + The successful applicant will be appointed as a Category C Education Support Employee, (Victorian Catholic Education Multi-Enterprise Agreement 2018). Category C employees work 45 weeks per year and receive seven weeks’ paid school holidays. The Level is expected to be a Level 3, but will depend on qualifications and experience.

1. **Special Responsibilities:**

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and status of the post with MLMC. The position encompasses participation in decision making processes and other activities relevant to the role which may require occasional involvement outside the currently designated College hours.

Duties also include other duties as assigned by the Principal.

Adopted: June 2022

To Be Reviewed: No later than December 2025

Philip Morison,

Principal

120 Anderson Street

LILYDALE VICTORIA 3140

Telephone: 03 9735 4022

Facsimile: 03 9735 2786

Email: [employment@mlmc.vic.edu.au](mailto:employment@mlmc.vic.edu.au)

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| **APPLICATION FOR EMPLOYMENT – NON-TEACHING** | | | | |
| Mount Lilydale Mercy College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to work in a school:   * Working with Children Check status * Proof of personal identification and any professional or other qualifications * The person’s history of work involving children * References that address the person’s suitability for the position and working with children.   It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth). | | | | |
| **I HEREBY SUBMIT MY EMPLOYMENT APPLICATION FOR THE POSITION OF** | | |  | |
| **ADVERTISED IN** | | |  | |
| **CLOSING DATE** | | |  | |
| **SIGNATURE** | | |  | |
| **PERSONAL DETAILS** | | |  | |
| **SURNAME** | **FIRST NAME(S)** | | **TITLE** | |
|  |  | |  | |
| **ADDRESS** | **PARISH I ATTEND** | | **CONTACT DETAILS** | |
|  |  | | **Private** |  |
|  |  | | **Mobile** |  |
|  |  | | **Email** |  |
| **DATE OF BIRTH** | **RELIGION** | |  | |
|  |  | |  | |
| **WORKING WITH CHILDREN CHECK NO.** | | **WORKING WITH CHILDREN CHECK TYPE**  (Employee or Volunteer) | | |
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| **EDUCATION**  **Please attach copies of Degrees, Diplomas, Certificates and Transcripts** | | | |
| **SCHOOLS, COLLEGES, UNIVERSITIES ATTENDED** | **DATES**  **FROM – TO** | **FULL TIME/PART TIME** | **NAME OF QUALIFICATION ATTAINED** |
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| **CURRENT EMPLOYMENT** | |  | | |
| **Position & Duties** | | **Current Employer** | | |
|  | | **Name** |  | |
|  | | **Address** |  | |
|  | |  | | |
| **Other Duties** | | **Telephone** |  | |
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| **Date Appointed** | **Current Salary Level** | | | **Name of Employer** |
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| **PREVIOUS EMPLOYMENT** | | |
| **Employers Name** | **Position & Duties** | **Employed from/to (dates)** |
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| **VOLUNTEER WORK** | | |
| **Organisation Name** | **Position & Duties** | **Volunteered from/to (dates)** |
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(Note: you must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet

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| **REFEREES (Please include your Parish Priest or Ministry as a Referee)\*** | | | |
| **Name** | **Position** | **Organisation** | **Telephone** |
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\*Please note we reserve the right to contact other referees as required

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| **INTERESTS** |  |
| **Membership of Professional, Parish, Community Organisations** | **Interests, Sporting Activities, Interests etc.** |
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| **SUPPORTING STATEMENT** |
| **Please attach a Supporting Statement and Resume along with a copy of your Working with Children Check and current National Police Check.** |

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| **ARE YOU CURRENTLY RECEIVING WORKCOVER PAYMENTS** | □ | **Yes** | □ | **No** |

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| **PRE EMPLOYMENT DISCLOSURE QUESTIONS** | | | |
| It is an inherent requirement of the position that you be a person suitable to work in a school. Each of the following questions are relevant in determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question. | | | |
| 1. Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct? | | | |
| □ | **No** | □ | **Yes** |
| If yes, please provide details: | | | |
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| 1. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body? | | | |
| □ | **No** | □ | **Yes** |
| If yes, please provide details: | | | |
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| 1. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges? | | | |
| □ | **No** | □ | **Yes** |
| If yes, please provide details: | | | |
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| 1. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including Principal any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in Questions 1 – 3 above and to ask about your suitability to work with children? | | | |
| □ | **No** | □ | **Yes** |
| If no, this will be discussed further if you are offered an interview. | | | |

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| **APPLICATION DECLARATION** | | | | |
| **I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.**  **I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.**  **I understand that all applicants are required to undergo screening which may include a National Police Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the College’s child-safe policy and Code of Conduct. I have read and understand the College’s Child-Safe policy and Code of Conduct.**  **I understand and accept that my appointment to the position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding Catholic Education.** | | | | |
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| Signature: |  | Date: |  |  |
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**Form for Disclosure of Pre-existing Injuries/Diseases**

Pursuant to s41 of the *Workplace Injury Rehabilitation and Compensation Act 2013* (WIRC Act) it is requested that you disclose any pre-existing injuries and diseases suffered by you, of which you are aware, and which could be affected by the nature of the proposed employment offered to you.

I declare that I am aware of the following pre-existing injuries and/or diseases:

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OR

I have no such pre-existing injury or disease.

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| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |

Section 41 (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013* (WIRC Act) will apply to a failure to make such a disclosure or the making of a false or misleading disclosure. Section 41 (2) states:

If this subsection applies, any recurrence, aggravation, acceleration, exacerbation or deterioration of the pre-existing injury or disease arising out of or in the course of or due to the nature of employment with the employer does not entitle the worker to compensation under this Act.

Any information provided on this form will be used for the purposes of Section 41 of the *Workplace Injury Rehabilitation and Compensation Act 2013* (WIRC Act) only.

**A Statement of Principles Regarding Catholic Education**

**The task of the Catholic school**

*Its task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life: the first is reached by integrating all different aspects of human knowledge through the subject taught, in the light of the Gospel; the second in the growth of the virtues characteristic of the Christian.*

(Congregation for Catholic Education, *The Catholic School,* 1977)

This same goal is expressed by the Victorian Catholic community which desires its schools to be communities of faith.

This broad philosophical stance reveals a concern for an education that combines sound knowledge and skills with an overall personal development rooted in Christian values. Such an education involves a high level of interpersonal transaction between staff and pupils.

Pope John Paul II spelt out key implications of this for staff who work in Catholic schools:

*The Church looks upon you as co-workers with an important measure of shared responsibility … To you it is given to create the future and give it direction by offering to your students a set of values with which to assess their newly discovered knowledge … [The changing times] demand that educators be open to new cultural influences and interpret them for young pupils in the light of Christian faith. You are called to bring professional competence and a high standard of excellence to your teaching … But your responsibilities make demands on you that go far beyond the need for professional skills and competence … Through you, as through a clear window on a sunny day, students must come to see and know the richness and joy of a life lived in accordance with Christ’s teaching, in response to his challenging demands. To teach means not only to impart what we know, but also to reveal who we are by living what we believe. It is this latter lesson which tends to last the longest.*

(Pope John Paul II, Address to Catholic Educators, September 12, 1984)

Pope John Paul II clarified this further when he spoke on Catholic Education in Melbourne:

*I welcome you into that chosen group called by the Church to educating young Catholics in the faith. In a very special way, you share in the Church’s mission of proclaiming the good news of salvation. Not all of you may be teaching catechetics, but if you are on the staff of a Catholic school, it is expected, and it is of the utmost importance, that you should support the whole of the Church’s teaching and bear witness to it in your daily lives … Certainly your work demands professionalism, but it also demands something more. Your professionalism as teachers involves tasks that are linked to your Baptism and to your own commitment in faith … No matter what subject you teach, it is part of your responsibility to lead your pupils more fully into the mystery of Christ and the living tradition of the Church … The parish primary school, where younger children receive their early lessons in the faith, remains a cornerstone of the pastoral care of Australian Catholic people. Here the community of faith hands on the timely message of Jesus Christ to its youngest members … More difficult challenges face the Catholic secondary school. Here students must be helped to achieve that integration of faith and authentic culture which is necessary for believers in today’s world. But they must also be helped to recognise and reject false cultural values which are contrary to the Gospel.*

(Pope John Paul II, Address to Catholic Education, November 28, 1986)

Pope Benedict stated when addressing Catholic educators in the United States of America in 2010:

*Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (*cf. Spe Salvi, 4*). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of the Gospel to lead a new life characterised by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord’s disciples, the Church.*

(Pope Benedict XVI, Address to Catholic Educators, April 17, 2008)

And in an address to Catholic teachers during his visit to England in 2010, His Holiness stated:

*As you know, the task of a teacher is not simply to impart information or to provide training in skills intended to deliver some economic benefit to society; education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom.*

*…*

*It means that the life of faith needs to be the driving force behind every activity in the school, so that the Church’s mission may be served effectively, and the young people may discover the joy of entering into Christ’s “being for others”.*

(Pope Benedict XVI, Address to Catholic Teachers, September 17, 2008)

This philosophy of Catholic education, expressed in a growing number of documents and policy statements, guides the Catholic school in its functioning. Whilst it is accountable to the general community for the provision of quality education to young citizens, it is also accountable to the Church community for providing this within the context of the Gospel and its values as expressed in Catholic doctrine. The Catholic school is more than an educative institution: it is a key part of the Church, and an essential element in the Church’s mission. So too staff in the Catholic school are more than employees – they minister in the name of the Church and of the Gospel.

All staff in the Catholic school have an indispensable role to play. It is expected of all employed in a Catholic school that they:

1. accept the Catholic educational philosophy of the school;
2. develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work;
3. by their teaching and other work, and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values;
4. avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act;
5. in relation to teachers, comply with the Accreditation Policy of the Catholic Education Commission of Victoria (CECV) to teach in a Catholic school, and other CECV policies;
6. be committed to regular ongoing professional development;
7. be qualified as required by state authorities;
8. be a person suitable to work with children



# MISSION STATEMENT

CORE STATEMENT OF PURPOSE

WE at Mount Lilydale Mercy College, inspired by the Mercy tradition of Catherine McAuley, commit ourselves to striving for excellence in education grounded in the Gospel teachings of Jesus Christ.

VISION FOR MERCY SECONDARY EDUCATION

“Conscious of our deep need for mercy, we have pledged ourselves to join in the saving mission of the Church as it becomes, with and in and through Jesus, the incarnation of God’s Mercy. Our gift as Sisters of Mercy is to know God’s loving kindness and to share it with others” (Mercy Congregation Constitutions, 1983, 1:02-1:03).

The Sisters of Mercy see education as a major form of responsibility which flows out of their particular vocation in the Church as sharing in the mission of mercy of Jesus Christ, who came to reveal to all people the steadfast merciful love of God for them. In particular, the Sisters of Mercy and those who work alongside them are called to make known this merciful love of God through an apostolic service to those in need.

As a community of believers, each Mercy school strives to proclaim the message of Jesus through the distinctive spirituality of the Sisters of Mercy. This spirituality is marked by faith in Jesus Christ, commitment to the primary of love, an understanding of the world informed by faith and the celebration of the Eucharist in union with the poor and suffering. It is also marked by a devotion to Mary, Mother of God and Mother of Mercy, a trust in God’s loving providence, a respect for the dignity of the human person and a strong sense of social justice.

Each Mercy secondary school strives to reflect in its structures, curriculum and practices and in the quality of the relationships within it, the particular spirit of mercy which Jesus lived and taught. Each school endeavours to reflect its commitment to these values by expressing its unity and solidarity with the poor, the unemployed, the distressed and the marginalised through its service to the community. Through their faithfulness to the spirit of Catherine McAuley’s vision, Mercy schools work to provide a Catholic Education which enables the formation of the whole person imbued with those values which Catherine exemplified.

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| EACH MERCY SECONDARY SCHOOL STRIVES TO REFLECT IN ITS STRUCTURES, CURRICULUM AND PRACTICES AND IN THE QUALITY OF THE RELATIONSHIPS WITHIN IT, THE PARTICULAR SPIRIT OF MERCY WHICH JESUS LIVED AND TAUGHT. | Mercy |

## EMPLOYMENT COLLECTION NOTICE

**Privacy Statement**

1. In applying for this position you will be providing Mount Lilydale Mercy College with personal information. The College can be contacted at 120 Anderson Street, Lilydale 3140, Telephone: 9735 4022, Fax: 9735 0266, or email: [employment@mlmc.vic.edu.au](mailto:employment@mlmc.vic.edu.au)
2. 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.
3. 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.
4. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations e.g. other Catholic Colleges, other schools, confidential referees and Catholic Education Office.
5. Our policy is to conduct a criminal record check regarding whether you are or have been the subject of an AVO and certain criminal offences.
6. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties.