

Casual General Employees

(Operational Services, Administrative Services, Classroom and Learning Support Services, ELC Educators, School Age Care)

Our schools, colleges and early learning centres will advertise on the [School Support Staff Position Vacancies](#) section of our website for these positions.

Please use the [Application for General Employee Position Form](#) when applying for a position.

Approval Process (allow at least 20 working days for this)

- Submit your application to the school, college or early learning centre, where it will be assessed for suitability. The principal or their delegate may accept, decline or redirect the application to another school.
- Applicants whose application is accepted will attend a system registration interview at the school, college or early learning centre.
- Satisfactory applicants will receive an offer of casual employment from Catholic Education subsequent to their interview.
- Complete and return your acceptance of the offer to the Catholic Education Office (*not to the school, college or early learning centre*).
- Your completed documentation will be processed.
- When the application is finalised, Catholic Education will email you your casual approval and employee number.
- You can then activate your details on the Employee Self Service web page (you need your employee number to do this).
- Casual approval is valid for the current school year. It entitles you to work in the schools, colleges or early learning centres in accordance with your qualification/s, experience and child protection clearance.

Documents to be read in conjunction with your application:

- [Privacy Policy](#)
- [Guidelines for Professional Conduct in the Protection of Children and Young People](#)
- [Religious Education Accreditation of Staff Employed in Catholic Education](#)
- [Working in Catholic Schools – a Statement of Principles](#)

Contact the Casual Relief Officer at the Catholic Education Office on 6234 5455 for further assistance, or if you have other questions about gaining approval to work as a casual general employee.