APPOINTMENT OF STAFF AND THE CONFIDENTIALITY OF APPLICATIONS
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Over many years protocol has developed and been accepted by
Principals and staff in the Independent School sector in relation
to the appointment of staff and the confidentiality of
applications.

Recently the Association of Independent Schools (WA), the
Catholic Education Office and the Independent Schools Salaried
Officers Association agreed to the following guidelines.

1. A teacher is free to make enquiries about a position in
another school without informing his/her present Principal.
However, if application is made for that position it is a
matter of courtesy that the teacher inform his/her present
Principal.

   A teacher may ask for a reference from his/her present
Principal in seeking a position without in any way
jeopardising his/her present position.

2. However, when a teacher makes application to a school for
a position it is his/her prerogative to determine who is to
be nominated as referees. Those referees may or may not
include the present Principal.

   The applicant has a right to ask a prospective employer not
to contact the present Principal in the initial stages of
the appointment process. The teacher can expect such a
request to be honoured.

3. If the teacher is short-listed then it is probable that the
prospective employer will wish to contact the present
Principal. In such circumstances it would be usual for the
teacher's permission to be gained before contact is made.
Teachers should give such permission. If it is denied the
teacher must accept that it may jeopardise his/her prospect
of selection.

4. Teachers should be aware that once it has been decided to
offer a job to a particular applicant it is accepted
protocol for a Principal of Anglican and other Church
schools, and a matter of courtesy between all Principals
that this offer should be made known to the applicant's
present Principal.
The Commission approves these guidelines and adds that Principals of Anglican Schools Commission's Schools are advised to make the fullest enquiries before making any staff appointment. No appointment should be made until the applicant's present Principal has been informed. Nevertheless in some instances it may be unwise to consult the present Principal until the express consent of the applicant has been obtained.