

APPLICATION FOR EMPLOYMENT - SCHOOL OFFICER

POSITION: TEACHER AIDE-PRIMARY PREP

Please read the accompanying "Application Information Handbook for School Officers". Please complete this application form in **Black Ink** by printing or typing in the spaces provided. You are advised to retain a copy of your completed application form.

1. PERSONAL INFORMATION

(The questions in this section are for information only and will not affect the outcome of your application. Please answer only those you feel comfortable in completing.)

Name: (Mr/Mrs/Ms/Miss) _____
(Given Name/s) (Surname)

Address: _____

Postcode: _____

Phone: _____ (Business) _____ Mobile: _____

Email: _____

Blue Card Number: _____ Expiry date: _____

2. PREVIOUS EMPLOYMENT:

From Month & Year	To Month & Year	Name of Employer	Type of Organisation	Position Held

3. GRADE COMPLETED AT SCHOOL: _____

4. TERTIARY QUALIFICATIONS: _____

5. TRAINING/SKILLS/QUALIFICATIONS

Please tick any of the following in which you have had experience or training:

Early Childhood Qualifications:

Current First Aid Certificate:

Please give details:

Please give details:

6. OTHER COURSES UNDERTAKEN:

7. COLLEGE MISSION

Briefly outline how you could support the mission of the College.

8. CHURCH AFFILIATION

Please give your views on what it means to be a Christian:

Which church do you attend?

How frequently do you attend church?

Give details of any church activities in which you have been involved.

9. OTHER DETAILS

Please state briefly your motivations to apply for this position.

Please list any further information you wish to provide to support this application.

10. REFERENCES

Please attach **photocopies** of at least three written references: for example, one should be from your Minister/Pastor and at least two professional references. You should attach **photocopies** of any other references and documentary evidence of your qualifications and other achievements, including copies of inspection reports and results to this application. Please attach a copy of a CV to this application form. You are advised not to send originals of references or certificates. You may also wish to keep a **copy** of this completed application form.

11. REFEREES

Please list the required details for three referees, who may be contacted in connection with your application. One of these should be your minister or pastor.

1. NAME: _____ PHONE: _____
ADDRESS: _____
_____ P/CODE: _____

2. NAME: _____ PHONE: _____
ADDRESS: _____
_____ P/CODE: _____

3. NAME: _____ PHONE: _____
ADDRESS: _____
_____ P/CODE: _____

12. STAFF LIFESTYLE REQUIREMENTS

If you wish to apply for any position of employment at Westside Christian College, you must read and affirm your understanding of and acceptance of these staff lifestyle requirements, which are attached to this application form.

13. STATEMENT OF FAITH

If you wish to apply for any position of employment at Westside Christian College, you must affirm your belief in, and acceptance of the Statement of Faith, which is attached to this application form.

14. GENERAL

1. Please note that all costs associated with an application should be borne by the applicant. Any costs associated with an interview should be negotiated before they are incurred. Thank you for completing this application form. On receipt of this form and after processing, suitable applicants will be called for interviews.

2. Please note that Westside Christian College is a smoke-free environment. All employees are required to refrain from smoking whilst undertaking duties for the college.
3. Westside Christian College is committed to the safety and protection of children and to the prevention of harm to children. To this end, the college has a Code of Conduct (Child Protection) for all staff of the college, to which staff are required to assent and by which staff must abide. All non-teaching staff are required by law to undergo a Criminal History Check.
4. To be employed at Westside Christian College all non-teaching staff must have a current suitability notice (BLUE CARD) issued by the Public Safety Business Agency (PSBA).

NO BLUE CARD - NO JOB

It is the responsibility of Westside Christian College to warn all employees and potential employees that it is an offence for a disqualified person to sign a Blue Card Application form.

Who is a disqualified person?

A person is disqualified if they:

- have been convicted of a disqualifying offence (including a child - related sex or pornography offence, or murder of a child)
- are a reportable offender with current protection prohibition order, or
- are subject to a disqualification order from a court prohibiting them from applying for, or holding a blue card.

In very limited circumstances, the Agency can declare a disqualified person eligible to apply for a blue card.

If the Agency declares a disqualified person eligible they can then lodge a blue card application.

So if you fall into any of the above categories, you will not be employed at Westside Christian College

5. Please note that if your application is successful, you may be asked to provide one of the following documents as proof of entitlement to work in Australia:
 - Australian birth certificate
 - Passport
 - Evidence of permanent residence status
 - Australian Citizenship certificate
6. The probation for this position will be six (6) months.
7. An Employment Collection Notice is attached to this application.

15. DECLARATION

I certify that my answer to each of the above questions is true and that the information provided is correct and complete.

I have attached copies of all necessary documents to support my stated qualifications and experience. I hereby give my permission for you to make such investigations, as you deem necessary regarding the above information. I realise that any misrepresentation or material omission made herein or in any other documentation requested would make me liable to termination of services.

Signed _____

Date: _____

Please forward this completed Application Form and supporting documentation, including copies of references and qualifications to:

**The Principal
Westside Christian College
P. O. Box 282
GOODNA, QLD 4300**

STAFF LIFESTYLE REQUIREMENTS

1. Westside Christian College bases its teachings and beliefs on the Bible, both Old and New Testaments, which the College regards as the inspired and inerrant Word of God. These teachings are expounded in many of Westside Christian College's public and internal documents, both printed and on the schools' website and viewable by staff as part of their appointment process. These documents inform our understanding of the lifestyle values which staff who work in this school are required to respect and maintain.
2. All staff of Westside Christian College, regardless of their role, are required to be seen to conduct themselves in a manner consistent with these principles and beliefs and in accordance with the Christian ethics of the College, as contained and interpreted in these documents, thus providing a specifically Christian role model and example to all the families associated with the College.
3. Staff are required to refrain from acting in the course of their work or in doing something connected with their work in a way that they know or ought reasonably to know is contrary to the religious beliefs of Westside Christian College.
4. It is a genuine occupational requirement of Westside Christian College that all staff members, in the course of, or in connection with their work, act in a way that is consistent with the religious beliefs of Westside Christian College. Whether directly in school hours of duty or not, nothing in their deliberate conduct should be incompatible with the intrinsic character of their position. In the expression of human sexuality for example, this includes deliberate choices for heterosexual, monogamous relationships, expressed intimately through marriage.
5. Staff are required to regularly and frequently attend a Christian church and to regularly and frequently support staff devotions and staff worship services.
6. Where any staff members acts contrary to the requirements of this clause, and it becomes publicly damaging to the College, the principal may call the staff member to account. Such contrary action would be regarded to have occurred if a staff member were to act in a way that openly embarrassed the College and/or where such action was incompatible with the responsibilities they have towards their work colleagues and / or the students and families of the College. The College may initiate due process, including an attempt at restoration, and may also include disciplinary measures including termination of employment.

I hereby affirm my understanding of, and acceptance of the above requirements. I understand that continuing employment at Westside Christian College implies my ongoing adherence to these principles.

Signature: _____

Date: _____

STATEMENT OF FAITH

Westside Christian College is owned and operated by the Association for Parent-Controlled Christian Schools at Brisbane.

The basis of the Association is the Word of God, the Bible which we hold to be in its entirety the infallible revelation of God. We hold the following summary truths to be fundamental and self-evident teachings from the Word of God:

1. God is one, yet three persons, co-equal; the Father – the Son – the Holy Spirit.
2. He is the Creator of heaven and earth, having created life and substance by a direct act of creation, and furthermore, upholding and directing all things according to His will and by His power.
3. He reveals Himself, as well as His will for man through His written Word, the Bible, and, especially in these last days, He has spoken unto us through Christ, the Word become flesh.
4. Christ is both truly God and truly man, born of the Virgin Mary.
5. His death on the cross was a substitutionary atonement for the sins of all who believe in him as their Saviour.
6. He arose from the grave, a physical personal resurrection.
7. He shall come again, a personal return, upon the clouds of Heaven, to judge the living and the dead, and to bring about a new heaven and a new earth.
8. All men are dead in sin and need the new birth through the regenerating power of the Holy Spirit.
9. Salvation from sin and condemnation is by grace alone, through faith in the Lord Jesus Christ.
10. The believer, saved by grace, as a new creature in Christ will, through the gifts of the Holy Spirit, manifest a joyful, thankful, living witness to the saving power of Christ.

I hereby affirm my belief in, and acceptance of, the Statement of Faith as stated above. In signing this Statement of Faith, I desire to declare my personal faith in Jesus Christ as my Saviour, my Lord and my God.

Signature _____

Date _____

EMPLOYMENT COLLECTION NOTICE

TO: All job applicants and senders of unsolicited CVs.

1. In applying for this position you will be providing Westside Christian College with personal information. We can be contacted at:
 - 65 Stuart Street, GOODNA QLD 4300
 - PO Box 282, GOODNA QLD 4300
 - Ph (07) 3437 9000
 - Fax (07) 3437 9010
 - Email admin@wcc.qld.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 agree that we may store this information for up to twelve months.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent.
6. We are required to collect information regarding whether you are or have been subject of an Apprehended Violence Order and certain criminal offences under Child Protection Law, for applicants who are not teachers.
7. 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 and that we may store their information for up to twelve months.