



EMPLOYMENT APPLICATION

SUPPORT STAFF

Name _____

Position _____

Date _____

VISION

To provide a Christian educational community as a centre of teaching and learning excellence, founded on Biblically based beliefs, values and behaviour.

MISSION

We pursue our Vision from a Biblical base by aiming:-

1 In Personal Christian Life to -

- start and end with knowing God in all endeavours.
- staff the school with people committed to live worshipfully under God.
- live under the authority of God's Word, and to interpret it thoroughly and reasonably with the guidance of His Holy Spirit.
- nurture and encourage students into a reconciled relationship with God through Christ.
- work in partnership with the Body of Christ as represented by those of faith in the school community.

2 In the Process of Christian Education to -

- encourage and train students into a love of learning.
- equip students' minds to understand God's perspective in all areas of learning.
- help each child achieve his or her God-given potential, by providing appropriate educational opportunities according to each one's abilities. This includes those with intellectual deficits, the learning disabled and the gifted and talented, and those from varying ethnic backgrounds.
- fulfill all Government requirements to enable us to be an accredited educational institution.

3 In Christian Community Life to -

- create safe relationships through being just and fair according to Biblical principles.
- be compassionate and merciful as God is to us.
- nurture and train students to accept personal responsibility for themselves(self-discipline); to act within an ethos of service towards others; and to demonstrate an attitude of care for the environment.
- encourage the involvement of those supportive of the Pacific Coast ethos who can assist in teaching and learning at Pacific Coast.
- develop curriculum which explicitly addresses relational issues.
- develop community life across all the activities of Pacific Coast.
- maintain and promote unity throughout Pacific Coast.

4 In Striving for Excellence to -

- have students accept the Biblical principle of stewardship in relation to their gifts.
- encourage and train students in work-habits which can produce outstanding results in all school programs - spiritual, academic, cultural, physical.
- encourage staff in their own personal and professional development.
- provide resources necessary for the above.

Statement of Faith

The Bible is God's Word, inspired by the Holy Spirit and without error in the original writings. It is our sole authority and absolutely binding in all matters of faith and conduct.

There is one holy God, existing eternally as Father, Son and Holy Spirit. He is the Creator of all things visible and invisible. Jesus Christ is the Son of God who became man through conception by the Holy Spirit and virgin birth and was without sin.

The Holy Spirit convicts the world of guilt in regard to sin, righteousness and judgement.

Satan is the originator of all evil and through him sin was introduced into the world after the Fall of Adam and Eve. Man is, by nature and practice, a sinful creature and is unable, by any personal merit or works, to meet the standards of a holy God.

In love, Jesus Christ voluntarily suffered the penalty of death by crucifixion for the sin of the whole world. He was buried and arose from among the dead on the third day thus signifying God's acceptance of His sacrifice. He is now seated at the right hand of God. By personal faith in Christ one can know the complete forgiveness of sins, be reconciled to God, become a member of the family of God and receive eternal life. Those who do not accept Jesus Christ as Saviour will be separated from God eternally.

Christ lives in every Christian's life by the Holy Spirit from the moment he is born again into God's family. The Holy Spirit guides, instructs and empowers the believer for godly living and service.

The Lord Jesus Christ will return in person to receive all believers to Himself and to set up His kingdom. At that time all believers will be united with Him eternally. Then there will be a new heaven and a new earth in which God's sovereignty will be unchallenged.

Summary of our Worldview

The Christian philosophy rests upon revealed truth in the Scriptures, truth which is embodied in the teaching of Christ. This teaching includes the following propositions:

- God, Creator of all things which exist outside of Himself, is personally interested in humankind.
- God's interest in humankind extends to a personal interest in each person and all people will give an account to God.
- Humankind, created in the image of God, has fallen short of the mark. As a fallen creature he stands in need of redemption.
- God has made provision for humankind to be redeemed through the incarnation, death and resurrection of the Christ.
- God as a God of justice will ultimately correct the imbalances and injustice, which exist in human life.
- All people are equal in God's sight, as His "offspring" (Acts 17:29), but those who come to Him in faith enter into a new relationship – they are born from a new source of life (John 3:16).
- Man has a responsibility under God as a custodian of the earth (Genesis 1:26-28).

I am supportive and committed to the above.

Signature

Date

Privacy Statement - Employment Collection Notice

- In making this application you will be providing Pacific Coast Christian School with personal information.
- If you provide us with personal information such as your name address and information contained in your resume, we will collect that information with the primary purpose of assessing your application.
- You may seek access to the personal information that we hold about you if you are unsuccessful in your application. However, where access would unreasonably compromise the privacy of another, access may be denied.
- We will not disclose the information you provide in this application to a third party without your consent.
- We are required by law to conduct a Criminal Record and Prohibited Person check as part of our Duty of Care responsibilities.
- If you provide us with personal information of other such as referees we encourage you to advise them that you are disclosing this information to us and that they may be contacted by us as part of the process of assessing your application, that they may access this information if they wish and that the School does not normally release this information to third parties.



NSW WORKING WITH CHILDREN CHECK APPLICANT DECLARATION AND CONSENT

NOTE: Please sign this form in the space provided. This form is to be kept by the employer.

PERSONAL DETAILS:

Family name: _____

First name: _____ **Other given name(s):** _____

Previous names/aliases:

Family name: _____

First name: _____ **Other given name(s):** _____

Residential address:

Address Line 1: _____

Address Line 2: _____

Suburb/Town: _____ **State:** _____ **Postcode:** _____

Country: _____

Contact:

Phone: _____ **Mobile:** _____

email: _____

Date of birth: _____ **Gender:** _____

Place of birth:

Suburb/Town: _____ **State:** _____

Country: _____

IDENTIFYING DOCUMENT:

License Type:

Driver's License

Firearms License

Issuing Agency:

Australian Capital Territory

New South Wales

Northern Territory

Queensland

South Australia

Tasmania

Victoria

Western Australia

Australian Army

Commonwealth of Australia

Defence Force Academy

Australian Navy

Australian RAAF

Issued by a country other than Australia

Other

Number: _____

Passport Type: Private Government UN Refugee

Issuing Country: _____
Number: _____

POSITION:

Title: _____
Type: _____

DECLARATION:

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, **or to sign this declaration.**

A prohibited person is someone convicted or found guilty of an offence:

- *involving sexual activity or acts of indecency committed anywhere whose punishment (if it happened in NSW) could be penal servitude or imprisonment for 12 months or more; this includes convictions for carnal knowledge; or
- *involving sexual servitude under section 80D or 80E of the Crimes Act 1900, committed against a child; or
- *involving child prostitution, other than if committed by a child prostitute under Sections 91D-91G of the Crimes Act 1900 or a similar offence under a law other than a law of New South Wales; or
- *involving child pornography under Section 91H, 578B or 578C (2A) (child pornography) of the Crimes Act 1900 or a similar offence under a law other than a law of New South Wales;
- *of attempting, or of conspiracy or incitement, to commit any of these offences; or.
- *child-related personal violence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child; or of attempting, or of conspiracy or incitement, to commit such an offence).

- I am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct. I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.
- I have not omitted any names or aliases that I use or used in the past.
- I have read and understood the contents of this form and the relevant information in the Working With Children Employer Guidelines. I declare that I am not a prohibited person under the Commission for Children and Young People Act 1998 and I understand that it is an offence for a prohibited person to seek child-related employment.
- I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. National criminal record check for charges and/or convictions (including spent convictions) for:
 - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
 - any child-related personal violence offence;
 - any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence; punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court; or
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.
- Check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and

2. Check for relevant employment proceedings notified to the Commission for Children and Young People under the Commission for Children and Young People Act 1998.

I consent to these checks being conducted and consent to the Commission for Children and Young People or an Approved Screening Agency obtaining any relevant record identified by these checks and any additional information relating to that record from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk. I consent to these sources disclosing information relating to that record to the Commission for Children and Young People or Approved Screening Agency.

I acknowledge that:

- the information obtained during the Working With Children background check, including this consent, may be collected and used by and/or disclosed to the Commission for Children and Young People or an Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People and Approved Screening Agencies may share the information obtained during the Working With Children background check for the purposes of the Working With Children Check;
- the outcome of an estimate of risk will be provided to my prospective employer or their employer-related body;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Signature: _____

Date: _____

WHAT SHOULD I DO NEXT?

Once you have completed your details, you will need to sign the printed form and provide the signed form to your prospective employer/volunteer organisation. You may also wish to retain a copy for your records.

PACIFIC COAST CHRISTIAN SCHOOL

Support Staff Employment Application

PERSONAL DETAILS

Last Name (Surname)		First Name		Second Name	
Date of Birth			Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>
			Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	
Street Address				Suburb	
City/Town			State		PC
Phone (Home)		Mobile		Email	
Marital Status			No. of Dependents		
Church Attended			Minister		

EMPLOYMENT

Expected commencement date		Fulltime/Part time/ Temporary/Casual			
If you are applying for Casual work, please notify us of the days that you are available:		Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>
		Friday <input type="checkbox"/>			

EDUCATIONAL QUALIFICATIONS

Year Completed	Course	Numbers of Years Study

Copies: Please attach copies of Diplomas, Certificates, Degrees or transcripts of results.

PROFESSIONAL QUALIFICATIONS/MEMBERSHIPS

EMPLOYMENT HISTORY

Date From	Date To	Employer	Position	Reason for Change

Number of years in full time employment

HOBBIES AND OTHER INTERESTS

CHRISTIAN EXPERIENCE

How long have you been a Christian?

Give a brief account of your Christian journey.

What is your involvement at your church?

What is the name and telephone number of the Minister/Pastor/Elder to whom we could refer?

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CHRISTIAN UNDERSTANDING

What is your definition of a Christian?

How you would explain the Christian Gospel to a friend?

Describe the place of the Bible in your life

Do you agree with the enclosed Statement of Faith? If not, please provide details.

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GENERAL

What attracts you to this position?

What are your main strengths?
What areas do you need to improve?
Additional comments?

SALARY AND CONDITIONS
What salary range and conditions are you expecting?
Salary and conditions will be based on the School Support Staff (Independent School) (State) Award.

REFERENCES	
<i>Please provide at least two to three contact details of your referees.</i>	
Full Name	Position
Company	Contact Number ()
Full Name	Position
Company	Contact Number ()
Full Name	Position
Company	Contact Number ()
<i>We require at least two written references, one professional and one character reference. One of the references should be from the minister or pastor of the church that you regularly attend.</i>	

SIGNATURE	
Having completed all the above questions, read the Statement of Faith, Vision and Mission of Pacific Coast Christian School, I hereby apply for employment to the above position.	
Signature	Date

CHECKLIST		
If you proceed to making an application PLEASE ensure ALL items on the following checklist are COMPLETED and INCLUDED in your application. An incomplete application may not be considered.		
Copies of qualification certificates enclosed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Two written references enclosed (<i>professional and character</i>)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ALL sections of application form completed and enclosed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Child Protection Consent Form signed and enclosed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Prohibited Employment Declaration signed and enclosed	YES <input type="checkbox"/>	NO <input type="checkbox"/>