



## EMPLOYMENT APPLICATION FORM

### Non-Teaching Staff

#### 1. SUMMARY

Date of application:

Position title advertised/sought:

Campus/school:

Wilson Primary

Kenwick Primary

Kenwick Secondary

Position type:

Full-time

Part-time

Casual/relief

How did you hear about this vacancy:

Facebook

College website

The West Australian

Friend/family

ChristianJobs.com

Teachers.on.net

CEN website

CSA website

Other

If "Other" please specify:

#### 2. PERSONAL DETAILS

Title:

First name:

Family name:

Address:

Phone:

Work:

Mobile:

Email:

Current employer:

Position title/classification:

Length of service with current employer:



# REHOBOTH CHRISTIAN COLLEGE

The following information is sought to assess your ability to perform the essential duties required of the position:

Have you ever had any disability, serious illness, or disease which might prohibit you from safely performing the duties required of the position:

Yes  No

If "Yes" please provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever claimed workers' compensation for injuries which might have any effect on your ability to safely perform the duties required of the position:

Yes  No

If "Yes" please provide details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Important NB:** Section 79 of the *Workers Compensation and Rehabilitation Act* states: "Where it is proved that the worker has, at the time of seeking or entering employment in respect of which he claims compensation for a disability, wilfully and falsely represented himself as not having previously suffered from the disability a dispute resolution body in its discretion may refuse to award compensation which otherwise would be payable."

### 3. EMPLOYMENT CLEARANCE CHECK

If you hold a Working With Children Check, please provide details:

Card no.:  Expiry date:

Have you ever been convicted of any criminal offense:  Yes  No

**NB: You must attach a Criminal History Check to this application, obtained through the Department of Education, that is no more than three months old.**

Have you ever been convicted of a criminal offense relating to:

- a) offenses against morality involving a victim under 18 years of age
- b) homicide, suicide, concealment of birth
- c) offenses endangering life or health
- d) sexual offenses involving a victim under 18 years of age
- e) offenses against liberty
- f) child stealing
- g) desertion of children



Which has been spent or has lapsed:  Yes  No

**If “Yes” please provide documentation**

Please list all other names by which you have been known:

Are there any personal details relevant to your application which you wish to submit?

  

Are you an Australian Citizen:  Yes  No

Do you hold a Permanent Resident's Visa:  Yes  No

**If you are not an Australian Citizen you are required to provide documentary proof of your legal entitlement to work in Australia.**

#### 4. TERTIARY QUALIFICATIONS AND TRAINING

Please list your degrees, diplomas, or other professional qualifications below and supply certified copies with this application:

##### Qualification 1

Name of qualification:

Name of institution:

Full-time or Part-time:

Dates of study:

to (inclusive)

##### Qualification 2

Name of qualification:

Name of institution:

Full-time or Part-time:

Dates of study:

to (inclusive)

##### Qualification 3

Name of qualification:

Name of institution:

Full-time or Part-time:

Dates of study:

to (inclusive)



## Qualification 4

Name of qualification:

Name of institution:

Full-time or Part-time:

Dates of study:  to (inclusive)

If you are currently studying please provide the course details:

## 5. EMPLOYMENT HISTORY

Applicants must show details of various substantive positions they have held and the dates concerned:

### Position 1

Name of employer:

Position/Title:

Full-time or Part-time:  FTE:

Dates of employment:  to (inclusive)

Reason for leaving:

### Position 2

Name of employer:

Position/Title:

Full-time or Part-time:  FTE:

Dates of employment:  to (inclusive)

Reason for leaving:

### Position 3

Name of employer:

Position/Title:

Full-time or Part-time:  FTE:

Dates of employment:  to (inclusive)

Reason for leaving:



## Position 4

Name of employer:

Position/Title:

Full-time or Part-time:  FTE:

Dates of employment:  to (inclusive)

Reason for leaving:

## 6. CHRISTIAN BACKGROUND AND BELIEF

As Rehoboth Christian College is a Christian organisation, please supply the following information.

What is the name of the church you currently attend:

How long have you attended this church (in years):

With which denomination is your church most closely affiliated:

Christian Reformed     Baptist     Assembly of God/Pentecostal     Anglican

Church of Christ     Presbyterian     Other (please specify)

Pastor or elder's name:  Pastor or elder's phone:

Pastor or elder's address:

In what capacities do you serve at your church:



# REHOBOTH CHRISTIAN COLLEGE

Rehoboth is a community of faith from a wide variety of Christian denominations. As harmony and unity are very important in a healthy organisation, please give a brief description of what you think it means to be a Christian person and your view on respecting those from different denominations

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## 7. PROFESSIONAL REFEREE DETAILS

Please list below at least 2 professional teaching references who can testify to your character and teaching ability (please include a Principal or teacher supervisor):

### Referee 1

Name:

Address:

Phone:

Position:

Employer:

### Referee 2

Name:

Address:

Phone:

Position:

Employer:

### Referee 3

Name:

Address:

Phone:

Position:

Employer:

### Referee 4

Name:

Address:

Phone:

Position:

Employer:



## 8. PERSONAL/CHARACTER REFEREE DETAILS

Please list below at least 2 character references

(please attached a letter of reference from your church pastor/minister or person of authority):

### Referee 1

Name:

Address:

Phone:

Position:

Employer:

### Referee 2

Name:

Address:

Phone:

Position:

Employer:

### Referee 3

Name:

Address:

Phone:

Position:

Employer:

### Referee 4

Name:

Address:

Phone:

Position:

Employer:

## 9. PRIVACY NOTICE

- a) In applying for this position, you will be providing the Association for Christian Education Inc. with personal information. For access, or to discuss our Privacy Policy further, we can be contacted at PO Box 82, Cannington WA 6987 or by email at [business@rehoboth.wa.edu.au](mailto:business@rehoboth.wa.edu.au).
- b) If you provide us with personal information – for example, your name and address, or information contained in your resume – we will collect the information for the purposes of assessing your application.
- c) You agree that we may store this information for a period of 6 weeks, if your application is unsuccessful.
- d) You may seek access to 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 might include where access would have an unreasonable impact on the privacy of others.
- e) We will not disclose your personal information to a thirds party without your consent. We usually disclose this kind of information to the following types of organisations: government agencies, peak bodies, banks, etc.
- f) If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the Association and why, so that they can access that information if they wish, that the school does not usually disclose the information to third parties unless required by law to do so, and that we may store their information for 6 weeks.



## 10. DECLARATION

Please ensure you have read all notices and other information included with this form.

I declare the following statement of application to be true, and:

- a) I am familiar with the interpretation of the Christian faith as presented in the Westminster Confession of Faith and/or the Three Forms of Unity and am able to abide by these teachings, and be willing to develop perspectives of Christian Education consistent with them;
- b) I enthusiastically support, endorse, and promote the principle of Christian Education as expounded in the Association's Constitution, Mission, and Vision;
- c) I have read and agree with the Privacy Statement above.

\_\_\_\_\_  
PRINT APPLICANTS NAME

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE