



# EMPLOYMENT APPLICATION

## SUPPORT STAFF

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

# VISION

To provide a Christian educational community as a centre of teaching, learning and serving 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 Brook ethos who can assist in teaching and learning at Pacific Brook.
- develop curriculum which explicitly addresses relational issues.
- develop community life across all the activities of Pacific Brook.
- maintain and promote unity throughout Pacific Brook.

## 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.

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Signature

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Date

## Privacy Statement - Employment Collection Notice

- In making this application you will be providing Pacific Brook 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 receive a Working With Children Check Number (with expiry date) 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.

## WORKING WITH CHILDREN CHECK – Child Protection

A new Working With Children Check (WWCC) has been introduced from June 2013 that requires employees in child-related work (ie schools) to apply for their own check once every five years and to make that number available for verification by employers.

**So that your employment application can be considered please provide the following:**

**Your WWCC Number:** \_\_\_\_\_

**Expiry Date:** \_\_\_\_\_

(Office use: date verified \_\_\_\_\_ )

**If you do not currently have a number**, there is a simple two-step process:

- 1 Fill in an online form from the WWCC website - [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au) or call the helpline to have someone fill in a form for you (1300 555 727). You will be issued with an application number.
- 2 Take this application number to the local motor registry with appropriate identification and they will then issue you with a WWCC Number.

**The cost is \$80 and the WWCC remains current for five years. This WWCC is transferrable amongst employers.** You may be able to claim this expense as a tax deduction as it is a requirement for your employment when you lodge your tax return. Please consult with your tax advisor.

(If you have received an application number and have not seen the motor registry yet, please provide your application number: \_\_\_\_\_. It will be a condition of employment that a WWCC Number will be obtained prior to commencement.)

## PROOF OF AUSTRALIAN CITIZENSHIP OR WORKING VISA

Please provide proof of Australian Citizenship or approval to be actively employed in Australia (eg. photocopy of Australian Birth Certificate/ Passport or Working Visa). The copy you provide must be certified by a Justice of the Peace as being a true copy.

# PACIFIC BROOK 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			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- PLEASE ATTACH CERTIFIED COPIES OF DIPLOMAS, CERTIFICATES, DEGREES OR TRANSCRIPTS OF RESULTS			
Year Completed	Course	Institution	Fulltime Equivalent Years Study

PROFESSIONAL QUALIFICATIONS/MEMBERSHIPS

EMPLOYMENT HISTORY- PLEASE ATTACH COPIES OF STATEMENTS OF SERVICE				
Date From	Date To	Employer	Position	Reason for Change

**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 current NSW Christian Schools General Staff Multi-Enterprise Agreement.

### REFERENCES

*Please provide at least two to three contact details of your referees.*

Full Name	Position
Company	Contact Number (    )
Full Name	Position
Company	Contact Number (    )
Full Name	Position
Company	Contact Number (    )

*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.*

### SIGNATURE

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

Signature	Date
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### 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.

<b>CERTIFIED</b> copies of qualifications	YES <input type="checkbox"/>	
<b>CERTIFIED</b> photo ID	YES <input type="checkbox"/>	
<b>CERTIFIED</b> proof of permission to work in Australia (Australian passport/birth certificate or Visa)	YES <input type="checkbox"/>	
Two written references (professional and character)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Working With Children Check number provided (or application number)	YES <input type="checkbox"/>	
ALL sections of application form completed and enclosed	YES <input type="checkbox"/>	NO <input type="checkbox"/>