



Application for Employment

NON-TEACHING POSITION

***Please complete this application in black ink by printing or typing in the spaces provided.
You are advised to keep a copy of the application form.***

Position Applied For

(list either an Advertised Position or your area/s of training/experience:)

(please tick at least one of the following:) Full-time Part-time Casual

Personal Information

Name:

Address:

Home Phone:

Mobile:

Email:

Citizenship Details

Place of Birth:

Country of Citizenship:

Personal Suitability (please tick either YES or NO)

Do you have a record of unsatisfactory service? YES NO

Have you had previous disciplinary action in any organisation? YES NO

Health (please tick either YES or NO)

Are you aware of any illness, disability or condition which may interfere with your ability to perform the full range of duties that may be required? YES NO

Professional Qualifications (please supply details if applicable)

Certificates, Diplomas etc	Where Obtained	Date Completed

Child Protection

In applying for this appointment you are taken to be giving the School an assurance that you have not:

- Been found guilty by a Court of an offence listed in the Applicant Declaration and consent form, a sexual offence or an offence against the person of a student or child; or
- Been dismissed from any previous employment on the grounds that you were involved in improper conduct, whether of a sexual nature or not, with a student or child; or
- Retired or resigned from your previous employment following allegations that you were involved in improper conduct (unless an appropriate investigation resulted in a finding of “false” or “vexatious”), whether of a sexual nature or not, with a student or child; or
- Been advised by an employer that your name has been included on a list of those not to be employed in a child related area of activity.

If you cannot give this assurance, you should not continue with this application.

You may, however, wish to speak with the Principal about the relevant occurrence.

If you receive an offer of employment and sign the confirmation of employment letter when you are not in a position to give such assurance, or if you fail to notify the Principal of circumstances that would result in you no longer being able to give the assurance, the School may terminate your employment without notice.

Work Experience (please supply details if applicable)

Please list any previous employment.

From month & year	To month & year	Name of Business	Position Held	Reason for Leaving

Professional & Personal Development (please supply details if applicable)

Please list any recent Professional or Personal Development activities or recent study undertaken:

Voluntary, Sport and/or Service Affiliations (please supply details if applicable)

Please outline any voluntary organizations and/or any Sporting Clubs and/or Community Service organizations that you have recently been involved in (for example, Surf Lifesaving Australia, Scouts, etc.)

Name of Organisation	Specific Voluntary Duties or Type of Sport/Service	Period of Involvement

Christian Commitment

Which church do you attend?

How frequently do you attend?

Give details of any church, Christian groups or organisation's activities in which you have been involved:

Give a brief testimony describing your conversion to Christ:

Briefly explain why you would like to work in a Christian School:

Other Details

Briefly describe any special interests, hobbies or talents you have:

Please list any further information you wish to provide to support this application and attach copies of same:

References

Please attach **certified photocopies** of three (3) written references:

One from your minister/pastor;
Two from professional and/or personal referees.

Please also attach **certified photocopies** of documentary evidence of your qualifications and other achievements, that would be relevant to this position.

Please attach a **photocopy** of a personal identification document such as a passport or birth certificate.
NOTE: if short-listed for the position, you will be required to provide 100 points of identification at your interview – please see attached “100 Point Identification Check”.

Referees (please provide contact details)

Referees may be contacted by the school to discuss your suitability for the position you have applied for.

Pastor/Minister

Name:

Address:

Phone:

Occupation:

What is your association with this referee?

Professional or Character

Name:

Address:

Phone:

Occupation:

What is your association with this referee?

Professional or Character

Name:

Address:

Phone:

Occupation:

What is your association with this referee?



Statement of Faith

If you wish to apply for any position at Heritage Christian School you must read and affirm your understanding and belief in the Statement of Faith, which is enclosed with this application form.

Staff Lifestyle Requirements

If you wish to apply for any position at Heritage Christian School you must read and affirm your understanding, and acceptance of, our staff lifestyle requirements, which are enclosed with this application form.

Staff Dress Code

Staff are expected to adhere to the enclosed Staff Dress Code. You must read and affirm your understanding, and acceptance of, our staff lifestyle requirements, which are enclosed with this application form.

Child Protection

Heritage Christian School is committed to the safety and protection of children and to the prevention of harm to children. To this end, the school has in place a Child Protection Policy for all staff of the school, which all staff are required to follow.

General

Please note that all costs associated with an application shall be borne by the applicant.

The initial contract period for this position will be twelve (12) months.

Please note that Heritage Christian School is a smoke-free environment. All employees are required to refrain from smoking whilst undertaking duties for the school.

Declaration

I certify to the accuracy of the above information.

I am aware that a check of police records will be conducted as part of my application for employment and that the existence of a criminal record may affect my employment

I acknowledge that the school's policy states that not only will my referees be contacted, but so will any previous employer's, regardless of whether or not they are listed on my Application for Employment.

NAME PRINTED

SIGNATURE

DATE

Statement of Faith

(a) **The Being of God**

There is one holy triune God, infinite, eternal, unchangeable and indivisible in Whom are three Persons, Father, Son and Holy Spirit; each is truly God, yet without destroying the unity of the one and only God. This one God, revealed in the Scriptures as Sovereign Creator and Redeemer, has declared and established His Kingdom over all powers in heaven and earth without exception.

(b) **The Holy Bible**

The Bible, also known as the Scriptures and made up of the sixty-six books of the Old and New Testaments, is the divinely inspired, inerrant Word of God written. It is therefore our supreme standard by which all we do is to be judged, and we know that God, through His Spirit, uses the Word to enlighten us and draw us to the truth, which is Christ Jesus our Lord, the eternal and living Word of God. The Bible is indispensable and determinative for our knowledge of God, of ourselves, and of the rest of creation, and also for the whole educational task.

(c) **Creation**

God, through the Scriptures, has given to man an accurate factual and sufficient record of the historic events of the creation of all things and that God created all things in the space of six days and saw that it was good. Man was created in God's image of the dust of the ground and God breathed in his nostrils the breath of life; and man became a living soul. It is by God's hand, power and care that all created things are preserved and controlled. Since both Creation and Scripture are of God, any seeming discrepancy between the Bible and science can only be due to human error in science or in the interpretation of Scripture.

(d) **Man**

Man was made in the image of God to glorify and have fellowship with Him. By transgression of God's command he fell from fellowship with God and his nature was corrupted. As a consequence all men are spiritually dead, under Satan's dominion and subject to God's wrath and condemnation. Therefore, apart from God's grace, man in his natural state is a sinner, helpless and hopeless. The natural man is blind to life's true meaning and misuses his knowledge and abilities in order to serve the things that replace and oppose God in his life.

(e) **Redemption through Jesus Christ**

God so loved the world that He sent His only begotten son, Jesus Christ, who is God incarnate, born of the virgin Mary, being conceived by the Holy Spirit, to live, suffer and die on this earth as a man under the curse of sin, though Jesus Himself was without sin. By His death upon the cross as a ransom for many He has laid down His life for his sheep thus making a full and sufficient atonement for the sins of all who believe in Him, pardoning them without regard to their works or merit. Therefore, Jesus Christ has become the only mediator between God and man. by his bodily resurrection from the dead and ascension into Heaven He gives His people a blessed expectation of their own resurrection unto life eternal on the Last Day when our Lord will come personally and visibly in great glory the second time to judge the world.

(f) **The Work of the Holy Spirit**

The Holy Spirit, the third person of the Holy Trinity, is the source of faith in Jesus Christ, of true spiritual knowledge and of a new sanctified life in grateful obedience of God's will. The Spirit alone causes God's elect to be born again and to be brought out of their natural darkness into the light of His truth. We are daily dependent upon the gracious working of God's Spirit in our hearts to keep us from sin, to apply the benefits of Christ's redemption and to enable us to preserve in the faith unto everlasting life.

(g) **God's Covenant Relationship with Man**

God has covenanted to be a Father unto all those who truly repent of their sins and receive Jesus Christ as their Lord and Saviour. We become His children, His friend-servants. Being thus in close fellowship with God, the Christian is required to be obedient to Him in a bond of loving care with, and service to, other Christians. People in these relationships are God's covenant people, who acknowledge the supremacy of the Word of God in all spheres of life and strive to be obedient to Him. This leads them to teach, encourage, and correct one another in all wisdom. Only within the framework of this covenant community can true wisdom and reality be known. Also, as covenant people to whom God's promises belong, we have Christ's comforting assurance that He blesses our children when we bring them to Him. We expect the fulfilment of His promises, and therefore obey His commandment to bring up our children in the discipline and instruction of the Lord. Since this task has been committed to us, we have the responsibility for any education which takes place inside our outside our homes.

(h) **Christian Education**

Since the fall of mankind in Adam there has been a falsifying of all areas of human knowledge through sin. Christian education is possible only where the fear of God is re-established by God's grace in the heart of man as the indispensable foundation of all wisdom and knowledge. Therefore, Christian school education is the rearing of covenant children to spiritual maturity by believing parents through capable fellow-believers. We consider that parent-controlled Christian schools must be established to assist in the work of Christian nurture and education. This is our duty and God-given privilege. A Christian school is a place where children are educated from God-honouring, God-centred curricula in an endeavour to cater for their spiritual, ethical and practical needs. Therefore, the school is an extension of the Christian home, and the teacher's status is that he stands in the parents' place or office. However, the school is not a rival to or substitute for Christian upbringing in the home. Rather, it both supplements and reinforces this upbringing.

We believe that each child should be encouraged to discover and develop his potential to the highest level; to aim high and to pursue excellence so as to glorify God according to his abilities. For such Christian schools we as parents claim freedom in the field of education, as long as this education takes place in obedience to the requirements of God's word, and in adherence to academic, administrative, and environmental standards and provisions established by the government. The school is a community composed of Members of the Company, Directors, Teachers and Pupils all under the authority of Christ. Each of these groups has its different function supported by the whole community so that they may work in Christian harmony. Therefore, matters of secondary doctrine not referred to in this Statement of Belief should not receive prominence in our schools. The authority of the teachers is to be upheld by the whole school community, but it is never to be exercised or maintained for its own sake. It is to be used only for the effective nurture of the child, in harmony with an awareness that all authority is of God.

As an integral aspect of my application for employment at Heritage Christian School, I wholeheartedly subscribe to the above statement of belief.

NAME PRINTED

SIGNATURE

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Staff Lifestyle Requirements

Heritage Christian School bases its teachings and beliefs on the Bible, both Old and New Testaments, which the School regards as the inspired and inerrant Word of God. These teachings are expounded in many of Heritage Christian School's public and internal documents, 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.

All staff of Heritage Christian School, 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 School, as contained and interpreted in these documents, thus providing a specifically Christian role model and example to all the families associated with the School.

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 Heritage Christian School.

It is a genuine occupational requirement of Heritage Christian School 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 Heritage Christian School. 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 human sexuality for example, this includes deliberate choices for heterosexual, monogamous relationships, expressed intimately through marriage.

Staff are required to regularly and frequently attend a Christian church and to regularly and frequently support Staff Devotions and Staff Worship Services.

Where any staff member acts contrary to the requirements of this Section and it becomes or could become publicly damaging to the School, 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 School and/or where such action was incompatible with the responsibilities they have towards their work colleagues and/or the students and families of the School. The School may initiate due process, including an attempt at restoration, and may also include disciplinary measures including termination of employment if there continues to be significant incompatibility.

As an integral aspect of my application for employment at Heritage Christian School, I wholeheartedly subscribe to the above Staff Lifestyle Requirements.

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Staff Dress Code

In general the standard of staff dress needs to be professional and bring credit to the school.

The following guidelines will help to bring consistency in our presentation and project an appropriate image of our school. It is important for every staff member to foster the perception that we are “professional” people and that we are, as part of a Christian School, distinctive in our behaviour, including dress.

All staff are to wear smart, professional attire appropriate to the task. Excesses in dress, hair style and other personal grooming matters should be avoided. Denim jeans, joggers and facial ornaments eg nose rings, are not appropriate attire at Heritage.

Male teachers are expected to wear a collared shirt (not a cotton knit type) and trousers. Dress shorts and casual shoes are a suitable alternative in warmer weather. Men are encouraged to wear a tie during cooler months.

Female teachers are to avoid shorts, backless or midriff tops, low cut or singlet strap dresses and tops, and also tight lycra style pull-ons.

Footwear should fulfill OH&S requirements, e.g. Court shoes are suitable for women where open sandals are not.

Staff should feel free to participate in ‘mufti days’ where they can be seen to be part of the special fund-raising activity. On those days, jeans would be acceptable.

On sports days, teachers participating in sport may wear sports clothes including a track suit. Shorts may be worn but dress standards would be no less than those expected of students. On excursions teachers should wear attire appropriate to the activities being undertaken.

Teachers are strongly encouraged to wear a hat when on playground duty, camps and excursions, and to thus set a good example to the students.

As an integral aspect of my application for employment at Heritage Christian School, I wholeheartedly subscribe to the above Staff Dress Code.

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100 Point Identification Check (for Applicant's Reference)

Group A - Each document is worth 70 points (ONLY ONE DOCUMENT FROM THIS GROUP)

- A fully certified birth certificate (or copy certified by a Justice of the Peace)
- A current passport
- An Australian citizenship certificate.

Group B - Each document is worth 40 points

(preferably containing a photograph of the applicant)

- A current licence or permit issued under Australian law, eg. Driver's licence
- Identification issued by Government authorities eg. one of the following:
- Public Service employee identification
- Evidence of your entitlement to financial benefits or other entitlements from the Commonwealth or a State or Territory Government
- A student identification card issued by an Australian educational institution
- A statement from your employer or an acceptable referee verifying your identity and certifying that they have known you by your name for at least twelve months. (Preferably with a photograph of you signed by the employer or referee).

Group C Each document is worth 25 points

- Official correspondence addressed to you such as a public utility account (eg. gas, water, electricity), council rates, bank statement or similar
- Bankcard, Visa or other credit card
- Any other document which in the opinion of the person to whom it is produced, provides similar verification of the applicant's identity.

ONLY ORIGINAL DOCUMENTS, OR CERTIFIED COPIES, ARE ACCEPTED AS PROOF OF IDENTITY

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

**The Principal – Heritage Christian School
PO Box 5598
Port Macquarie NSW 2444**