



Heritage

CHRISTIAN SCHOOL

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:

Working With Children's Check Number:

Date of Birth:

Working with Children's Check Number:

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

References must include:

1. A reference from your minister/pastor
2. Professional
3. Professional and/or personal

Please 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 dress code, which is 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

This *Statement of Faith* outlines what we believe as we engage in the task of Christian education. This is the faith on which our school was founded. This is who we are; this is what we promote, practise, and teach.

Our staff are to uphold the Statement of Faith in both their public and private lives and are committed to the body of Christian believers through membership of a local church or Christian community.

As an open enrolment school, we recognise that our student and parent community include a variety of faith and lifestyle beliefs. All are welcome in our school. Nevertheless, it is important when joining the school community, that families understand what the school promotes, practises, and teaches. We recognise the right of parents and students to hold different positions on lifestyle or faith as private matters.

God

1. There is one God who is three persons: Father, Son and Holy Spirit.¹
2. God created the world and He created us to be His people. God loves us and is our Father in Heaven. He rules over the world and provides us with everything we need. God reveals Himself to us through His creation, through His Word in the Bible, and most of all through His Son Jesus Christ.²

The Bible

3. The Bible is God's written Word, spoken by God through the people who wrote it. Because of this we can trust the Bible in everything we believe and do. In the Bible, God tells us how much He loves us and how He wants to be with us forever, as His family. The Bible guides and directs us on how God wants us to live. It tells us what God is like and that His plan for us is good.³

Life before God

4. God is Holy and His law is perfect. God created humanity, both male and female, in His own image. Since the beginning when Adam and Eve disobeyed God, all people have broken God's laws. This is what sin is. It is an offence to God when we break His laws. Unless we turn to Him and ask His help to turn away from our sin, we will be separated from Him forever.⁴
5. But God loves us and does not want to be separated from us. God wants us to be in His family. He wants us to honour Him because He made the world, and He rules over the world. He wants us to learn about Him from the Bible. He wants us to talk to Him and enjoy being with Him.⁵
6. God's plan is to welcome us into His family again. This happens when we trust in Jesus. Jesus is God. He came to earth as a man and taught people about God. Jesus lived exactly how God planned for Him and never broke God's law. Jesus took the consequences for our sin when He died on the cross. Because of this, God promises He will forgive us when we turn to Him and away from our sin. Believing in Jesus and why He died for us is the only way we can be in God's family again.⁶

7. Jesus died for us, but that was not the end! Jesus also rose from the dead. He is alive again! Jesus is the ruler of the world. He broke the power of sin and death. The Bible says Jesus is now in Heaven. He rules over the world with God. Jesus is preparing a place for every person who trusts in Him.⁷
8. Because Jesus is God's Son and the ruler of everything, we can be sure His promises are true. Jesus sent the Holy Spirit to help us believe God's promises and to understand the Bible. The Holy Spirit helps us believe in Jesus. The Holy Spirit helps us see all the things we do that break God's law and helps us to be more like God wants us to be. He encourages us to do God's work here on earth. God is bringing His world back to Himself and wants us to participate with Him in this work. One day Jesus will return to this world, and everything will be made new and right.⁸
9. God wants us to tell all people in the world about how much He loves them. God wants us to tell all people about how He is the ruler of the world. God wants us to tell all people about Jesus and why He died. Every person who puts their trust in Jesus becomes part of God's family, called the church.⁹
10. The Bible says that God's promises are for all people who believe in Him. This means Christian parents want to teach their children to know and love God too. God's best plan for children is that they grow up in families. The Bible teaches that families are formed through marriage and tells us that marriage is a commitment between one man and one woman, to the exclusion of all others, that is intended to last for life and is the rightful place for sexual activity and procreation.¹⁰

A Christian

11. A Christian is someone who trusts in God's gift of Jesus Christ as his or her Saviour and who strives to follow Jesus' example in every area of life.¹¹

Christian Schools

12. Christian schools' partner with families in teaching children that the world and everything in it belong to God. Christian schools weave this understanding all through their curriculum and in their everyday practices.¹²
13. God wants His family to protect and nurture every person as an individual who has dignity and worth from before they are born. He wants His people to work for justice in every society and to protect and care for His creation. He wants us to love others as He loves them.¹³
14. This is God's world and Jesus Christ is at the heart of all things. Jesus is the ruler and King of everything we do. He is Lord in our schools, in our homes, in our lives and in our hearts. Everything we do can be done with thanks for everything God has given us as an act of worship to Him.¹⁴

1 Deut. 6:4, Matt. 28:19, Mark 12:29, John 14:8-18

2 Gen. 1, Ps. 19:1-4, Ps. 33:6, Rom. 1:20, Heb. 1:1-4

3 Deut. 10:12-13, 2 Tim. 3:16-17, 2 Peter 1:19-21

4 Gen. 1:27, Rom. 1:18-32, Rom. 5:12-14, Rom. 6:23, Eph. 2:3

5 John 14:1-3, Rom. 3:22-24

6 Matt. 20:28, 2 Cor. 5:21, 1 Tim. 2:5-6, 1 Peter 2:22-24

7 Matt. 28:18, Luke 24:36-43, John 5:21-23, John 14:2-3, 1 Peter:1:3

8 John 14:16-18, John 15:26, 1 Cor. 2:9-10, 1 Cor. 12:3, Titus 3:3-8

9 John 14:16-18, John 15:26, 1 Cor. 2:9-10, 1 Cor. 12:3, Titus 3:3-8

10 Gen. 1:27-28, Gen. 2:24, Gen 17:7, Matt. 19:4-6, Matt. 19:14, Acts

2:39, Eph. 5:22-32

11 Rom. 6:23, Rom. 12, Titus 3:3-8, 1 Peter 2:21

12 Deut. 6:6-7, Deut. 10:14, Ps. 24:1, Eph. 6:4

13 Gen. 1:26-28, Ex. 20:13, Ps. 139:13-16, Micah 6:8

14 Deut. 10:14, Ps 24:1, Ps 150:6, Eph. 1:20-22, Rev. 5:13

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

DATE



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.

NAME PRINTED

SIGNATURE

DATE



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.

NAME PRINTED

SIGNATURE

DATE



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**