

Application for Employment – Non-Teaching

Applicant	<i>Title</i>	
	<i>First Name</i>	
	<i>Surname</i>	
Position Sought		
Address		
Phone (Home)		
Phone (Mobile)		
Email Address		
WWCC Card #		
Expiry Date		

Ballarat Christian College, as our name implies, offers an unashamedly Christian education, from a Protestant Evangelical perspective. The Bible is central to all aspects of our curriculum. All subjects are taught from a biblical perspective, helping students to measure all truth against the truth of God's Word. We offer an education where the home, the church and the school all speak with one unified voice in education and living.

Ballarat Christian College is committed to the safety and wellbeing of all children and young people. Wherever it is at risk, child safety will be the primary focus of our care and decision-making. Ballarat Christian College has zero tolerance for child abuse and neglect. Ballarat Christian College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about the decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

It is a requirement that applicants complete all parts of this form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing and submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988.

1. What experience have you had in a related position generally, and of working in a Christian school in particular?

Previous Employer Name/Address	Positions/Roles	Dates	
		From	To
Example: <i>Simon Edwards - Business Manager Ballarat Christian College, 111A Yarrowee Street Sebastopol 3356</i>	<i>Receptionist</i>	<i>February 2019</i>	<i>August 2019</i>
<i>If more space is required, please attach a separate sheet</i>			

2. Why are you interested in this position at Ballarat Christian College?

3. What strengths would you bring to Ballarat Christian College, and this position?

4. What hesitations would you have in applying for such a position?

5. Tell us something of your dreams and passions.

6. What are your hobbies and interests?

7. How would you describe your relationship with Jesus Christ?

8. Who is your Pastor/Minister, how long has he/she known you and how can we contact him/her?

9. Which Church do you attend regularly and what are your roles there?

--

10. What is the name and phone number of the contact person for your current employer and may we contact him/her?

--

11. Please provide the names, addresses and phone numbers of three referees, other than your Pastor/Minister, who know you well.

1.

2.

3.

Pre-Employment Disclosure Questions

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

1. Have you ever had a disciplinary action taken against you by an employer (eg. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?	
NO ☐	YES ☐
If yes, please provide details:	
2. Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?	
NO ☐	YES ☐
If yes, please provide details:	
3. Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?	
NO ☐	YES ☐
If yes, please provide details:	
4. Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1-3 above and to ask about your suitability to work with children?	
NO ☐	YES ☐
If no, this will be discussed further if you are offered an interview.	

Applicant Declaration

I declare that the contents of my application are true, correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may require dismissal.

I understand that all applicants are required to undergo background screening which includes a National Police Check. I consent to such screening and checks in connection with my application for employment.

I consent to the prospective employer making enquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position.

I understand and accept that my appointment to this position requires compliance with the College's Child Safety Policy and Staff Code of Conduct. I have read and understood the College's Child Safety Policy and Staff Code of Conduct.

*I understand and accept that my appointment to this position requires a personal commitment to Christ and Christian education. I have read, understood and accept the College's Statement of Faith contained in the **Vision, Purpose, Objects & Values, Child Safety Undertaking, Principles and Statement of Faith** document.*

Applicant Name	
Signature	
Date	

Ballarat Christian College collects personal information from parents, guardians, students and others connected with the College. The primary purpose in collecting this information is the safe education of young people. The College may from time to time disclose personal information to others for administrative and educational purposes. Such disclosure will only be in relation to the primary purpose of collection, or for a secondary purpose that is closely related to the primary purpose and that the individual would reasonably expect. If the College does not receive the information on this form, it may not be able to provide the services expected of it.

Employment Application Checklist – Non-Teaching

No.	Description	(Please Tick)
1.	Completed Application Form (including the names & contact details of three [3] referees)	
2.	Covering Letter to Head of Department	
3.	Copy of current Curriculum Vitae	
4.	Proof of Identification	
5.	Evidence of Employment-Related Working with Children Check Card	
6.	Evidence of National Police Check - from Victoria Police [https://www.police.vic.gov.au/national-police-records-checks] or Australia Post [https://auspost.com.au/police-checks]	
7.	Evidence of Qualifications (certified copies of certificates and/or academic transcripts)	
8.	Evidence of Eligibility to Work in Australia (if applicable)	
9.	Read through Child Safety Policy & Staff Code of Conduct (bring back page of Staff Code of Conduct to your interview, sign it in the presence of your interviewer who will witness it for you)	
10.	Read through the College's Statement of Faith	