



Application for Employment

Administration Staff Team

Name of Applicant

.....

The mission of Staines Memorial College is to provide Christ-centred schooling in an atmosphere of love, respect, peace and discipline which will encourage students to achieve their full potential for God. We desire all students develop a personal relationship with God.

The ethos, aims and objectives of the College are based on

- ✓ The acceptance of the Lordship of Christ
- ✓ The acceptance of the Bible as the revealed word of God

It is a requirement of our College that all employed persons adhere to the beliefs expressed in our *Statement of Faith*. All staff are required to be disciples of Jesus which will involve modelling Godly behaviours, sharing a life of faith and encouraging the Staines Community in their journey of faith.

The effective operation of the College requires two sectors working together. The Principal supervises both sectors.

- **Teaching** – teachers and teacher aides
- **Non-teaching** – these personnel support the effective teaching and learning at Staines

Effective Teaching and Learning occurs when:

- *Curriculum* is properly developed, documented, delivered and reviewed, and
- *Student Welfare* is a priority.

The non-teaching sector comprises two teams working collaboratively:

- The *Support Services* Team - includes the Bus Service, Property Services & ICT Services staff
- The *Administration* Team – includes PA's, Business Manager, Accounts, Registrar and Fees Advisor

Position being applied for:

- Personal Assistant Business Manager Registrar
 Accounts Reception General Administration
 Administration Assistant Other _____

Please identify your strengths

- HR Finance Communications Systems compliance
 Other : _____

Personal Particulars

Name:

Address:

Suburb

Postcode

Email Address:

Phone Number(s): M
H

Best time for us to call:

Marital Status:

Nationality:

Tertiary Education Qualifications

<i>College/University Degree</i>	<i>Institution</i>	<i>Start</i>	<i>Finish</i>

Other Qualifications

Detail other qualifications not mentioned in the previous table. This will include key professional development courses, special qualifications, professional memberships, etc

Qualification / Course	Yr of Course
Hours Spent in Professional Development Activities Last Year	HRS =
Blue Card Number (if hold):	Expiry Date of Card:

Employment History

<i>Organisation</i>	<i>From</i>	<i>To</i>	<i>Responsibilities</i>

We require at least one referee in each category below:

Professional Referees	
<i>Name</i>	<i>Details</i>

Personal Referees	
<i>Name</i>	<i>Details</i>

Church Referees	
<i>Name</i>	<i>Details</i>

In forwarding the names of referees, you are acknowledging that Staines Memorial College only holds personal information for the purpose of the job application. You acknowledge that we will do any relevant reference checks and obtain relevant information from past employers and/or other parties you provide particulars for. This will be done in an ethical and legal manner.

I understand that in providing this employment application I agree to the following:

1. That the information contained in this application is true and that should I be successful for the position, my appointment would be on the basis that the information contained in my application is correct and true.
2. To support the College's Statement of Faith (attached) in every way and to uphold its principles to the students and other members of our college community.
3. I am able to fully satisfy the Staff Lifestyle Requirement specified in Section 2.3 of Our College Collective Employment Agreement. Part of the information is reproduced below:

“2.3.1 The Employer bases its teachings and beliefs on the Bible, both Old and New Testaments, which it regards as the inspired and inerrant Word of God. These teachings are expounded in many of the public and internal documents of the schools and are available to staff as part of their appointment process. These documents inform our understanding of the lifestyle values which staff who work in the schools are required (subject to the provisions of the *Anti-Discrimination Act 1991* (The Act)) to respect and maintain at all times, and should be understood as source documents, defining our doctrines, tenets, beliefs or teachings. The Parties agree that every employee at the schools, through their calling to serve, plays a significant role in the day to day functions of the school, and in the ministry of the Christian church and the gospel.”

.....
Signature

.....
Date

Please comment in each of the categories following.

Christian Faith

Comment on what role the Spirit of God plays in your life? Provide some information about your personal faith.

Interpersonal Skills

Describe your ability to work with others at all levels within an organisation.

Organisation skills / Ability to complete responsibilities as asked

Describe your organisational skills and your ability to keep to schedules and deadlines.

Self-Education

Describe measures you have taken in the past to make sure you have an up-to-date professional knowledge of your area of responsibility.

Pastoral Care

Describe your ability to pastorally support students, staff and community members.

Personal Strengths

Describe any personal attributes / skills which you have which may be relevant to the position.

Special Interests

Comment on the things in life which you are passionate about, your extracurricular interests, etc.

INHERENT REQUIREMENTS

Staines is a ministry of Christian Community Ministries Ltd and as such has a deliberate and purposeful role in providing Christian education which models Christian living principles to students. This involves having a heart for the mission of our College as well as having a lifestyle which promotes virtuous Christian living principles.

Lifestyle Requirement

Our College Collective Employment Agreement states "It is a genuine occupational requirement (subject to the provisions of the Anti-Discrimination Act 1991) of the College that, consistent with the Act, staff members must not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of the College. Nothing in their deliberate conduct should be incompatible with the intrinsic character of their position, especially, but not only, in relation to the expression of human sexuality through heterosexual, monogamous relationships, expressed intimately through marriage."

I agree to abide by this requirement

Church Requirement

Our College Collective Employment Agreement states "Staff are required to regularly and frequently attend a Christian church and to regularly and frequently support relevant Staff Devotions and Staff Worship Services."

I agree to abide by this requirement

.....
Signature

.....
Date

STATEMENT OF FAITH

Staines Memorial College strives to create a non-denominational Christian ethos, catering for students/families from a wider variety of Christian backgrounds. In the interest of Christian unity, issues about which Christians differ, will be respected and not a focus of conversations.

Beliefs, doctrines and practices contrary to the Statement of Faith will not be allowed within the College.

It is a clear expectation that parents, who are new to the evangelical Christian faith undertake a "Christianity Explained" course during their child's/children's first semester at the College. This is important because parents need to understand the College's Christian goals & ethos, and know what their children are learning.

The Christian beliefs on what the College's ethos is based are stated below:

BIBLE

The Bible is the inspired word of God and is the sole authority in all matters of Christian faith and practice.

GOD

God is a Trinity of Persons, Father, Son and Holy Spirit, and is eternal, infinite, loving, wise and sovereign i.e. in control.

MAN

God created man in His own image and likeness. Man failed to obey God so that sin entered the human race, separating man from God. Fallen mankind is not able to save himself and remains in this state under Satan's rule until receiving spiritual life through Christ.

SALVATION

God, in grace, made it possible for man to be brought back to Himself, by sending His Son, Jesus Christ, into the world. Born of the Virgin Mary, through the power of the Holy Spirit, He was sinless in every respect. By His death and resurrection, He is able to save all who come to Him in humble repentance and accept Him by faith.

THE CHURCH

The Church is the company of all true believers, formed by the Holy Spirit into one body, of which Christ is the Head.

THE LOCAL CHURCH

There are local expressions of this body termed local churches. The ideal is that they all come together on the common ground of faith in Christ for praise, prayer, worship and witness.

SECOND COMING

The Lord Jesus Christ will return as Lord, King and Judge.

THE HOLY SPIRIT

The Holy Spirit comes to live in every believer from the moment of salvation. The filling of the Holy Spirit is the result of living in devotion and obedience. The Holy Spirit's influence is to produce Christlike character.

Please forward your completed form and any additional material you think would assist us in making a decision to:

The Principal
Staines Memorial College
PO Box 561
Redbank Plains QLD 4301
OR info@staines.qld.edu.au