



## Application for Employment

### *Administration Staff Team*

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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 Jesus 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
- *Character Development* 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, Head of Operations, 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:

| <b>Professional Referees</b> |                |
|------------------------------|----------------|
| <i>Name</i>                  | <i>Details</i> |
|                              |                |
|                              |                |

| <b>Personal Referees</b> |                |
|--------------------------|----------------|
| <i>Name</i>              | <i>Details</i> |
|                          |                |
|                          |                |

| <b>Church Referees</b> |                |
|------------------------|----------------|
| <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 Christian Community Ministries 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 Christian Community Ministries. 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 support relevant Staff Devotions and Staff Worship Services.”

\_\_\_\_\_ I agree to abide by this requirement

.....

Signature

Date

# Christian Community Ministries Statement of Faith

We believe the Bible as originally given by God is divinely inspired, infallible, and entirely trustworthy, and is the supreme authority in all matters of faith and conduct, from which we can know that:

God: There is one true eternal creator God — Father, Son and Holy Spirit.

Creation: God created all things, making man and woman in His own image and for relationship with Him.

Sin: Sin entered into the world through human disobedience following the rebellion of Satan against God.

Christ: The Son, Christ Jesus, was born of a virgin and lived as a sinless man. Out of the abundance of God's love the Father gave His only Son, Jesus Christ, to die to save all people from sin. Christ rose from the grave defeating the power of sin.

Salvation: The death and resurrection of Christ brings salvation by grace through faith to those who repent, seek forgiveness, and believe in Him.

Spirit: The Holy Spirit, following Jesus' return to His Father in heaven, lives within those who have salvation as a comforter and guide; guaranteeing their eternal hope.

Life: Those who trust in Jesus as their Lord and Saviour are called to live a transformed life and as such we have the responsibility to:

Encourage other Christians through meeting together for worship and fellowship;

Uphold moral directives and ethical values contained in the Bible as expressed within the context of their personal life, their marriage life (the covenantal relationship of one man and one woman), and their relationships with others;

Share the good news to all the world;

Be active in expressing God's love through social justice.

Eternity: Jesus is the only way to a relationship with God. Those who have received salvation have eternal life as joint heirs with Christ. Those who do not believe in Christ are separated from God for eternity.

Return and New Creation: Christ will return as Lord to the earth and everyone will see him. There will be a new heaven and a new earth.



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

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The Principal  
Staines Memorial College  
PO Box 561  
Redbank Plains QLD 4301  
OR [info@staines.qld.edu.au](mailto:info@staines.qld.edu.au)