



APPLICATION FOR EMPLOYMENT NON-TEACHING STAFF

All applicants must be eligible to work in Australia.

The following documentation needs to be submitted with this completed 'Application for Employment':

- Cover letter to the Principal
- Your Resume/CV
- Proof of personal identification*
- Professional or other qualifications*
- Current WWCC*

* Original documentation is required, e.g. birth certificate, marriage certificate, passport and verified transcripts. Scanned copies are acceptable for emailed applications. Original documentation can then be presented at an interview, should you receive one.

Police checks:

The College may require applicants to provide a police check in accordance with the law and as appropriate, before they commence working at St Andrews Christian College and during their time with the College at regular intervals. Police record checks may include criminal history and personal identification checks.

Send all completed documents to the HR Manager:

Ms Sharon Swalling

Email: employment@standrews.vic.edu.au

Post: PO Box 4646, Knox City Centre VIC 3152

A Note to Applicants

Thank you for your interest in St Andrews Christian College. The submission of this application form is the first step in applying for a position in the College. If your application is 'short-listed' we will contact you for an interview.

The following information will be of assistance to you as you work through the application procedure:

1. Applicants are not compelled to supply all of the information requested on the application form. However, any missing or questionable information regarding child safety will be queried should you receive an interview.
2. In asking you questions about your philosophy and position on a range of issues, we are interested in finding out about you. We recognise that, within the Christian community, there exists a diversity of positions on many issues; so your agreement or disagreement with a particular position will not necessarily preclude you from employment at the College.
3. We request that you carefully read *St Andrews Christian College – Statement of Belief*. It is important for all staff at St Andrews Christian College to sign a statement that their own beliefs are not inconsistent with the College's Statement of Belief.
4. We request that you read the attached *Information Collection Notice* as a part of our compliance with national privacy laws.

We trust that the process of preparing this application will be blessing to you.

Yours sincerely,

Catriona Wansbrough

Principal



Non-Teaching Application Form

ALL APPLICANTS MUST BE ELIGIBLE TO WORK IN AUSTRALIA

Name: _____

*Please insert a recent photo of yourself
here*

Position you are applying for: _____

Date of Application: _____

PERSONAL INFORMATION

Surname: _____

Christian names: _____

Address: _____

Phone: (H) _____ (W) _____ Mobile: _____

Email: _____

Date of birth: _____ Place of birth: _____

Marital status: _____

If married, spouse's full name: _____

HEALTH

Do you have any disabilities, significant health problems or allergies? If so please describe them:

CHRISTIAN BACKGROUND

Please write a brief summary of your Christian testimony and experience:

CHURCH DETAILS

Are you an active member of a local church? _____

If so which church? _____

Your Minister's name & contact details: _____

Do you have any responsibilities in your church? If so please describe your responsibilities.

SUMMARY OF YOUR QUALIFICATIONS

List here the main relevant degrees and diplomas that you hold:
More complete information must be included with your CV.

Other interests which may be able to be used in College extra-curricular programs:

EMPLOYMENT HISTORY

1. List here your jobs and employers and the years of employment. Include prior positions held, and your responsibilities. *More complete information must be included with your CV:*

2. Outline of your history of work involving children, especially outside of employment:

3. What were your reasons for leaving past employment? Are any reasons related to your involvement with children?

REFEREES

Please provide contact details for people whom we can contact to obtain verbal references for you. Please gain their permission to include their names here.
References should include those that can address your suitability for the job and working with children.

TWO CHARACTER REFEREES:	
1. Name:	Position:
Telephone Contact Details:	
2. Name:	Position:
Telephone Contact Details:	

TWO PROFESSIONAL REFEREES:	
1. Name:	Position:
Telephone Contact Details:	
2. Name:	Position:
Telephone Contact Details:	

YOUR BELIEFS & IDEAS

There are some areas where Christians differ in their beliefs. While the College does not demand uniformity in all these areas, we are interested in what you believe because it has some impact on the way you are able to relate to the College Community. Please make a brief summary of your ideas and beliefs in the following areas:

1. The authority and historical accuracy of the Bible: _____

2. The theory of evolution and its relationship to what the Bible teaches: _____

3. How does a Christian understanding of life and Biblical thinking relate to the way you do your job?

4. What do you think is unique about a Christian school? _____

5. Why do you want to work in a Christian school? _____

6. Outline how the position you are applying for impacts the MISSION of the College.

CHILD SAFETY

St Andrews Christian College has a commitment to child safety, and has zero tolerance for child abuse. Every person working within the St Andrews Christian College community is responsible for the care and protection of students and reporting information about child abuse.

1. What is your understanding of child safety and Child Protection legislation as it applies to school operation?

2. What is your understanding of the requirements, duties and responsibilities regarding child safety and mandatory reporting in relation to the position you are applying for?

3. Have you read the College’s Child Protection Policy, Code of Conduct and Reporting Procedures? ([St Andrews Christian College - Policies](#)) Yes / No

4. Have you read and signed the Child-safe Code of Conduct attached to this Application Form? Yes / No

5. Are you aware of any factor that may emerge on your Working With Children/National Criminal History Record check, OR any other matter that you know about that may affect your employment here:

a. Have you ever been convicted of child abuse or neglect? Yes / No

b. Have any allegations involving misconduct or abuse of children ever been made against you? Yes / No

(If you have answered ‘Yes’ to either of these questions, please provide details in a separate statement.)

6. Please outline any prior conduct, including any disciplinary action taken against you by an employer, any finding of improper or unprofessional conduct by you by any court or tribunal of any kind, and / or any investigations you have been subject to by an employer, law enforcement agency, any integrity body, or similar in Australia or in another country:

Declaration:

I declare that I have read and understood the above questions in this form. I have answered all questions truthfully and completely to the best of my knowledge. Should it be found that any answer given in this Application Form is untrue or incomplete, I understand that this may be grounds for this Application process to cease, or my employment to be terminated and my teaching registration reviewed.

Full Name: _____

Signed: _____

Date: _____ / _____ / 20____



Statement of Belief

If you are contemplating employment with St Andrews Christian College, please be aware that the organisation is set up in the context of the following beliefs. We request that you sign below to indicate that your own beliefs are not in conflict with any of these belief statements.

1. The unity of the Father, the Son and the Holy Spirit in the Godhead.
2. The sovereignty of God in creation, revelation, redemption and final judgement.
3. The divine inspiration and infallibility of Holy Scripture as originally given, and its supreme authority in all matters of faith and conduct. In accepting the authority of the Holy Scripture, and secondly, the authority of the Westminster Confession of Faith (24.1) we believe that marriage, and therefore sexual intimacy, is to be between one man and one woman (See e.g. Gen 2:24; Ex 20:14; Matt 19:5, 6). As such, we live by the principle that sex should occur only within a monogamous marriage, with abstinence from pre-marital sex, extra marital sex, de-facto 'marriage' and homosexual relationships.
4. The two distinct, complementary genders (sexes) of male and female together reflect the image and nature of God (Genesis 1:26-27). The Bible ties gender identity to biological sex (Genesis 1:27; Genesis 2:22-24) and does not make a distinction between the two. God's intended best for humankind is that we live our lives in accordance with our biological sex. According to Scripture, our gender identity is to align with our biological sex, as designed by God. The determination of biological sex commences in the womb and is recognised at birth (Genesis 1:27; Genesis 5:1-2; Psalm 139:13-14; Mark 10:6). We therefore acknowledge the biological sex of a person as recognised at birth and require practices consistent with that sex.
5. The universal sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.
6. The full deity of the Lord Jesus Christ, the incarnate Son of God; his virgin birth and his real and sinless humanity; his death on the cross, his bodily resurrection and his present reign in heaven and earth.
7. Redemption from the guilt, penalty and power of sin only through the sacrificial death once and for all time of our representative and substitute, Jesus Christ, the only mediator between God and man.
8. Justification as God's act of undeserved mercy, in which the sinner is pardoned all his sins, and accepted as righteous in God's sight, only because of the righteousness of Christ imputed to him, this justification being received by faith alone.
9. The need for the Holy Spirit to make the work of Christ effective to the individual sinner, granting him repentance toward God and faith in Jesus Christ.
10. The indwelling of the Holy Spirit in all those thus regenerated, producing in them an increasing likeness to Christ in character and behaviour, and empowering them for their witness in the world.
11. The only holy universal Church, which is the Body of Christ, and to which all true believers belong.
12. The future personal return of the Lord Jesus Christ, who will judge all men, executing God's just condemnation on the impenitent and receiving the redeemed to eternal glory.

Applicant's statement re these beliefs:

I have read these belief statements and declare that my own beliefs are not in conflict with them.

Signature: _____

Print Name: _____ **Date:** ____/____/____



Our commitment to expressing the love of Christ in word and action leads us to the view that all people should be able to live, work and learn in an environment that is free from abuse of any kind. We will not tolerate abusive behavior towards children. Any and all allegations or disclosures of abuse will be investigated, and reported, if it can reasonable believed that a child has been, is or may be abused or at risk of abuse.

Our commitment is to cultivate an environment and culture where a diversity of people, regardless of age, gender, race and culture can thrive and grow holistically. That is, we are committed to St Andrews Christian College being a safe place for all people, with a special focus on the safety and wellbeing of children. We recognise the specific needs of children from diverse cultural or language backgrounds, including Aboriginal or Torres Strait Islanders, and children with disabilities.

Our Aims

This Code of Conduct aims to detail the standards of conduct expected by staff (paid and voluntary) in the performance of their duties in working with children and to provide guidance in areas where there is a need to make personal and ethical decisions. Staff must be fully aware of the College's Child Protection Policy and the related Procedures for the management of risk and for reporting abuse. This Code applies in all school-authorised situations and activities, on and off campus, and in the use of digital platforms and social media.

The Code of Conduct recognises and is aligned with all statutory and compliance requirements enshrined in State and Federal law. The College is committed to operating in accordance with the law in all its operations.

The Code of Conduct

I, _____, accept that I have a duty of care to all students in the College and more generally, to all children. This includes avoiding any form of action or speech that may harm, hinder, offend or abuse a child, and actively seeking to practicing the highest standards of conduct in all my interactions. Therefore, I will:

- contact the police if a child is at immediate risk of abuse (telephone '000');
- adhere to the Child Protection Policy and Procedure and uphold the College's commitment to child safety at all times;
- take all reasonable steps to protect children from abuse, recognising my duty of care;
- conduct myself in a way that honours God, maintains the reputation and standing of St Andrews Christian College and provides a positive role model to children and young people;
- work towards the achievement of the aims and purposes of the College;

- be responsible for planning, risk-assessment and safe delivery of programs and activities in my area of responsibility;
- establish and maintain a child-safe environment in the classroom and in the area where activities may take place;
- be fair, considerate and honest with others;
- treat children and young people with respect. I will value their ideas, opinions and consider their age, background and abilities;
- promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Island children (for example, by never questioning an Aboriginal and Torres Strait Island child's self-identification);
- promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination);
- promote the safety, participation and empowerment of children with a disability;
- listen and respond to the views and concerns of children, particularly if they tell me that they or another child has been abused or that they are worried about their safety or the safety of another child;
- ensure (as far as practicable) that I or others with whom I work are not alone with a child, or, at least, observable by another adult if they are alone.
- raise concerns about suspected abuse with the Child Protection Officer or a College leader as soon as I have a concern or a reasonable belief regarding abuse;
- comply with all reporting obligations as they relate to reporting under legislation;
- record and act upon all allegations or suspicions of abuse, discrimination or harassment;
- ensure that, if an allegation of child abuse is made, I take immediate steps to establish the ongoing safety of the child or children;
- be professional, consistent and responsible in all my actions, including being punctual and prepared;
- maintain strict impartiality;
- respect confidentiality when sharing information about children in accordance with the Child Protection Policy and Procedures and your reporting obligations;

In full awareness of my responsibility to protect and care for children, I will not:

- ignore or disregard any suspected or disclosed child abuse;
- put a child at risk of abuse through negligence or lack of awareness;
- speak to a child in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Some examples are:
 - swearing or using inappropriate language in the presence of a child;
 - yelling at a child, except in an emergency situation where the child's safety may be in danger;
 - dealing with a child in anger; and
 - using hurtful sarcasm.
- discuss sexual activities with a child, unless it is a specific job requirement and I am authorised, trained or qualified to discuss these matters as part of a learning program;

- have any *non-work-related* online contact with a child for personal reasons (including by social media, email, instant messaging etc.) or their family (unless necessary and approved by the College and the child's parents/guardians);
- exchange personal contact details such as phone number, social networking sites or email addresses with a child (unless necessary and approved by the College and the child's parents/guardians as the agreed form of communication);
- have private contact with a child outside of the College without the consent of College leadership;
- use, possess, or be under the influence of alcohol while in the presence of or while supervising a child
- use, possess, or be under the influence of illegal drugs while in the presence of or while supervising a child;
- provide or allow a child to consume alcohol;
- provide or allow a child to consume illegal drugs;
- initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
- engage in rough physical games, hold, massage, kiss, cuddle or touch a child in an inappropriate and or/culturally insensitive way;
- engage in any sexual contact with a child for any purpose;
- take a child to your home or encourage meetings outside program activities
- be naked in the presence of a child;
- possess sexually explicit printed materials (magazines, cards, videos, films, clothing, etc.) in the presence of children;
- sleep in the same bed, sleeping bag, room or tent with a single child;
- discriminate against any child, on the basis of age, gender, race, culture, sexuality, or disability;
- engage in any activity with a child that is likely to emotionally harm them (e.g. watch a movie that is inappropriate in terms of the child's age or content or subject matter);
- be alone with a child unnecessarily and for more than a very short time, unless you are observable by another adult or it is unavoidable; I will always inform a colleague if one-on-one contact is necessary.
- develop a 'special' relationship with a specific child to gratify my needs;
- show favouritism through the provision of gifts or inappropriate attention;
- photograph or video a child without the consent of the child and his/her parents or guardians;
- do anything in contravention of the College's policies, procedures or this Code.

Declaration

I, _____, have read the Code of Conduct and the Child Protection Policy and Procedures that express the intent of St Andrew's Christian College to protect and nurture children and other vulnerable people.

I am aware of my duty of care towards students in the College. I know how to report child abuse if I have come to a reasonable belief that such abuse did, is or could happen to a child. I will act as a Mandatory Reporter in good faith, even if this means I will report a colleague or acquaintance.

I agree to comply with these rules and expectations. I understand that if I breach the Code of Conduct or commit an act of serious misconduct or break the law, this may lead to my:

- suspension from duties during investigation of allegations against me;
- termination of employment without notice or payment in lieu (summary or instant dismissal);
- being reported to the police and charged with a criminal offence.

Signed: _____

Date: ____ / ____ / 20__

Signed: _____

Date: ____ / ____ / 20__

Authorised officer of the College

Information Collection Notice

(For Employees)

In applying for a position at St Andrews Christian College, you will be providing the College with personal information. The College contact details are:

Postal Address: PO Box 4646, Knox City Centre VIC 3152

Phone: 8847 8300

Email: employment@standrews.vic.edu.au

If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.

You agree that we may store this information for 12 months.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent.

We may be required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties and that we may store their information for 12 months.

Complaints re St Andrews Christian College's handling of personal information: If individuals have a complaint against St Andrews Christian College re the collection, maintenance, or use of their personal information, they may follow this procedure:

1. Register the complaint in writing with the St Andrews Christian College Business Manager. Full details, including the nature and date(s) of the alleged breach of privacy, and the people you think may be involved.
2. The Business Manager may ask for a personal meeting with you to clarify and discuss the complaint.
3. The Business Manager will investigate the complaint and make report of his / her findings to the Principal.
4. The Principal will take appropriate action, vis:
 - If there has been a breach of privacy by a staff member, the staff member will be appropriately disciplined.
 - If there is an inadequacy in the policies and procedures, they will be remedied appropriately.

The Business Manager will report back to the complainant within 21 days from the lodgment of the complaint. The report will include reference to (but not necessarily details of) the disciplinary or remedial action taken by the College.

If the complainant remains unsatisfied with the actions and procedures of the College, he / she may report the matter to the Privacy Commissioner for investigation.