



Application for Employment - 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
- Your Teaching Philosophy
- Proof of personal identification*
- Professional or other qualifications*
- Current VIT*

**Original documentation is required, e.g. birth certificate, passport, marriage certificate 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.

A NOTE TO APPLICANTS

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

1. St Andrews Christian College takes Student Safety very seriously. Before sending through your application, please ensure you have read through the following:
 - a. [Student Safety and Protection Policy](#)
 - b. [Student Safety Staff Code of Conduct](#)
2. 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 read and acknowledge that their own beliefs are not inconsistent with the College's Statement of Belief.

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

We request that you read the [Information Collection Notice](#) on the employment page of our website, as a part of our compliance with national privacy laws.

We appreciate the time and effort involved in the preparation of your application.

Yours sincerely,
Nick Haines
Principal



Teaching Application Form

All applicants must be eligible to work in Australia.

Position you are applying for:

Where did you find this vacancy:

PERSONAL INFORMATION

Title: Dr Mr Mrs Miss Ms

Surname:

Christian names:

Address:

Phone: (Mobile) _____ (Home) _____ (Work) _____

Email Address:

Which statement best describes your right to work in Australia:

Australia or NZ citizenship

Permanent Residency

Temporary Visa with entitlement to work

TEACHING REGISTRATION

Victorian Institute of Teaching registration number:

CHURCH DETAILS

What local church are you an active member of?

How frequently do you attend your church?

What responsibilities do you have in your church?



PHILOSOPHY OF TEACHING, BELIEFS AND PRACTICE

1. Provide some detail about your personal faith in Christ and how that informs your teaching practice:

3. Briefly outline your understanding of Christian Education:

4. Please write a brief summary of your philosophy of teaching, especially as it relates to faith and practice in a Christian education setting:



STUDENT SAFETY

St Andrews Christian College has a commitment to student 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.

Please access: [St Andrews Christian College’s Student Safety Policies](#)

1. Have you read the College’s *Student Safety and Protection Policy* located on the website (link above)?
Yes No
2. Have you read the College’s *Student Safety Staff Code of Conduct* located on the website (link above)?
Yes No
3. 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.

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.

1. One Pastoral Character Referee:

Name: _____ Position: _____
Church: _____ Phone: _____

2. Two Professional Referees:

Name: _____ Position: _____
Company: _____ Phone: _____

Name: _____ Position: _____
Company: _____ Phone: _____

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: _____

Signature: _____ Date: _____