

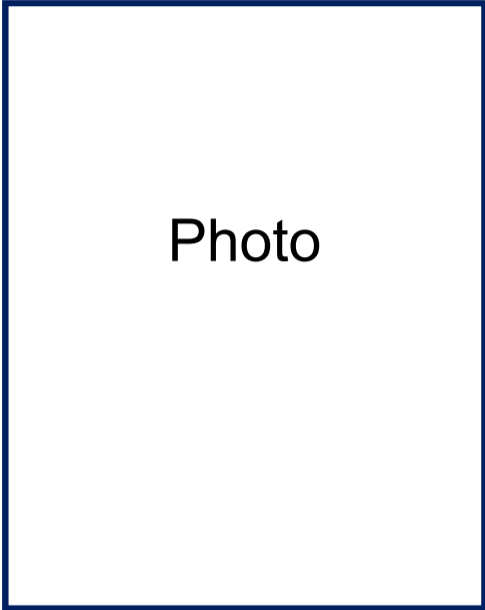


HCS Employment Application Form

Position applied for: _____ Date: _____

- Full time
- Part time FTE _____
- Casual FTE _____

Personal Information



Christian Name(s): _____ Surname: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Home Phone: _____ Mobile: _____

Email Address: _____

Citizenship/Residency/Visa Status (if not an Australian Citizen) _____

Date of Birth: _____ Marital Status: _____

Next of Kin: _____ Relationship: _____ Contact No: _____

Names and ages of children: _____

Have you had any recent illness? If yes, explain: _____

Have you ever been arrested or convicted of any criminal act? If yes, please give details.

Professional Details

Tertiary Education:

Degree/Diploma	Name of Institution	Years of Training	Year Conferred

Please attach all relevant documentation. (Please note copies of academic records will be required at time of interview.)



Other Professional Qualifications:

What grades/subjects are you qualified to teach? (Teaching staff only)_____

Are you currently registered with the NSW Teachers Institute? Yes* No

**Please provide evidence*

Teaching Accreditation Number:_____ Status:_____

Do you have current approval to teach with NESAS? Yes* No

**Please provide evidence. eg Letter of notification*

Have you applied for a Working with Children Check? Yes* No

WWCC Number:_____ Expiry Date:_____

**Please provide evidence*

Do you have a current First Aid Certificate? Yes* No

**Please provide evidence*

Certificate Number:_____ Expiry Date:_____

Please provide details of your teaching experience. Include dates, school, subjects and years of teaching including casual days (Teaching staff only). (Attach supporting documents eg. statement of service).

Dates	School	Subject/Year Level	Years of Teaching

Total teaching experience: ____years ____months

List any positions of special responsibility you have held.

On a separate sheet submit details of the way in which you meet the selection criteria from the Position Description (if applicable).



Personal and Spiritual Life

Give a brief testimony of your faith journey:

Which Church do you currently attend? _____ Number of years attended: _____

In what capacities do you serve in your Church? _____

Minister's name: _____ Phone: _____

Christian Beliefs

There are some areas where Christians differ in their beliefs. While the school does not demand uniformity in all these areas, it is important for us to know what you believe. Please make notes on your beliefs in each of the areas listed below:

What are your views about the Bible – its purpose, authority, accuracy?

Teaching

What do you see as the unique role of Christian schools?



Describe your understanding of a Christ-focused curriculum and its relationship to classroom programming and teaching. (Teaching staff only).

Four horizontal lines for writing the response.

Referees

Please include with your application the names of three referees. These must be your Principal or his/her approved delegate (professional referee), your pastor/minister (personal referee) and your Supervisor/Executive colleague.

Pastor/ Minister Name: _____ Church: _____

Phone: Home: _____ Work: _____ Mobile: _____

Principal: _____ School: _____

Phone: Home: _____ Work: _____ Mobile: _____

Supervisor/executive colleague: _____ School: _____

Position: _____ Phone: Work: _____ Mobile: _____

Declaration

I confirm that the information given above is correct and that I have read the school Confession of Faith and have listed any areas of disagreement I have with these statements. I understand that any misleading statements or omissions made by me may be sufficient grounds for cancelling any agreements made.

Signature: _____ Date: _____

Checklist

Please check that you have included the following documentation with your application:

- Cover letter addressing selection criteria (if applicable)
- A comprehensive Curriculum Vitae
- Employment Collection Notice
- Statement of Faith
- Working With Children Check number and expiry date

Please send your complete application with supporting documentation to:

Executive Principal's Assistant
Hunter Christian School
Kerr Street & Bull Street
Mayfield NSW 2304



Office Use Only

Application received. Date: _____ Outstanding documentation: _____

All documentation received. Date: _____

Proceed to Interview. Interview date and time: _____ Confirmation sent

Classroom observation date and time: _____ Confirmation sent

Application unsuccessful. Unsuccessful letter sent: _____

Application successful. Contract sent: _____ Contract received: _____

WWCC: _____ Date of verification: _____ Expiry Date: _____

NESA No: _____ Accreditation Status: _____ Expiry Date: _____

Referee – Pastor/Minister

Contacted Date: _____ By Whom: _____

Summary of Referral: _____

Referee – Principal

Contacted Date: _____ By Whom: _____

Summary of Referral: _____

Referee – Senior Executive

Contacted Date: _____ By Whom: _____

Summary of Referral: _____

