

# Employment Application Guide



## Introduction

*Thank you for your interest in applying for a position at Hunter Christian School. This guide is provided to assist both teaching and non-teaching staff in making application for employment at our school. It is a guide only and you are free to add additional information. There are no separate application forms required.*

*Malcolm East (Principal)*

## Application format options

Applicants are encouraged to demonstrate their communication skills and have the following options in how they present their application;

- **Video application:** a short video (no more than 3 minutes) introducing yourself (as per *Letter of Introduction*) and your approach to faith and teaching / Christian Schooling (as per *Supporting Statements*). A Letter of Introduction with instructions to access the video, Resume and Supporting Documentation should still be provided in writing (via email).
- **Online digital resume:** an online Resume or Curriculum Vitae, with Supporting Statements is acceptable. A Letter of Introduction with instructions to access the online material and Supporting Documentation should still be provided in writing (via email).
- **Written application:** via email as per the guide below.
- **Portfolio of past work:** is an additional option that may be presented online or presented in person (for those who gain an interview).

### 1. Letter of Introduction

Please provide a letter of introduction with your application that includes the following information:

1.  Your full name, residential address and contact information – listed on form attached
2.  Details of the position applied for
3.  Your reasons for applying
4.  Addressed to the Principal with the subject "Confidential"

### 2. Resume / Curriculum Vitae

Please provide a resume that includes the following information

5.  Teaching and / or other relevant qualifications, including;
  - a. Institution
  - b. Fields of study
  - c. Year completed
  - d. Evidence Document eg Uni Transcript; Certifications
6.  NESA Teaching accreditation number and status (for teaching positions)

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7.  Working with Children Clearance number
8.  Date of birth (required to verify WWCC clearance)
9.  Citizenship / residency / visa status – (if not an Australian resident further details required)
10.  Formal evidence of Double Vaccination Status (pdf format from mygov or MedicarePlus)
11.  Past employment and experience
  - a. Position / title
  - b. School / employer
  - c. Grades and/or subjects taught (for teachers) / or role and responsibilities
  - d. Full time, part time or casual status for each year taught (for teachers)
12.  Details of other relevant employment or volunteer work
13.  Details of other relevant skills or experience
14.  Details of church attended, and any Christian ministries engaged in
15.  Phone referee contact details
  - a. A current or former Church Minister for a church you attended
  - b. A current or former School Principal (for teachers) or employer you worked under
  - c. At least one other referee to your character and/or professional practice

### 3. Supporting Documentation

Attach signed copies of the following with your application:

16.  The school's Statement of Faith
17.  Employment Collection Notice
18.  A letter of support from a minister at the church you attend
19.  Please address the Essential Criteria as relevant to the position advertised

### 4. Supporting Statements

Please include 1-2 typed pages of your own thoughts about the following topics:

20.  On matters of faith
  - a. Your personal faith and what it means to be a Christian
  - b. The role of the Church in today's world
  - c. The biggest moral / ethical / political challenges for the Christian Church and the Christian School Movement Australia
  - d. What God has called you to do on this Earth
  - e. The need for Christian Education
21.  On teaching and learning (for teachers)
  - a. The biggest challenges currently facing young people today
  - b. Strategies to maximise student learning

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- c. Strategies to develop student character and faith
- d. Developing oneself and one's colleagues as educators
- e. Creating healthy school culture and community

## EMPLOYMENT COLLECTION NOTICE

As an applicant for employment you need to be aware of the need for our school to comply with the National Privacy Principles which were enacted at the end of 2001. The school has developed a detailed policy (Hunter Christian School Privacy Policy) to ensure it complies with these principles. As part of this policy we acknowledge the information that is required from our applicants and kept on record at school. The following notice is provided to ensure that we have your consent for the use and disclosure where appropriate of this personal information.

1. In applying for this position you will be providing Hunter Christian School with personal information. We can be contacted at 51 Bull Street, Mayfield, (PO Box 10 HRMC 2310) Phone 02 4967 2111, or via email to [employment@hunterchristian.nsw.edu.au](mailto:employment@hunterchristian.nsw.edu.au)
2. 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.
3. You agree that we may store this information for the purpose of the interview process only after which times it will be destroyed within two months unless it is further required for your employment.
4. 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.
5. We will not disclose this information to a third party without your consent.
6. We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection laws.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, that the school does not usually disclose the information to third parties and that we may store their information for up to two months unless retained for the purpose of further employment.

I confirm that I have received, read and understood the Employment Collection Notice

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Name

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Signature

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Dated

## HUNTER CHRISTIAN SCHOOL STATEMENT OF FAITH

We believe in the Divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety and that the Holy Spirit so moved the writers that what they wrote are authoritative statements of truth.

We believe there is one God in whom there are three equal Divine Persons, revealed as the Father, Son and Holy Spirit and who of His sovereign will created the heavens and the earth and all that is contained within the universe.

We believe the Lord Jesus Christ is the eternally existing, only begotten Son of the Father, conceived by the Holy Spirit and born of the Virgin Mary. As God he became flesh and dwelt among us; as man He was God.

We believe all humanity are in a fallen sinful and lost condition through the rebellion of Adam and Eve, who were created without sin, and in this state of depravity are helpless to save themselves and are under the condemnation of God to eternal punishment in Hell.

We believe that salvation from the penalty and consequences of sin is found only through the substitutionary atoning death and resurrection of the Lord Jesus Christ.

We believe it is the Holy Spirit alone who convicts humanity of sin. We believe it is His work to lead people to repentance, create faith within, regenerate and fill those who believe in the Lord Jesus Christ. It is the indwelling Spirit who bestows gifts and manifests the fruit of the Spirit in the believer.

We believe that Christ died for our sins, was buried, and on the third day rose from the dead; that he appeared to men and women who touched Him and knew His bodily presence. We believe He ascended to heaven to His Father.

We believe that the Lord Jesus Christ will return in person with His saints and that the full consummation of the Kingdom of God awaits His return.

We believe that those who have been regenerated by the Holy Spirit will receive a resurrection body at the return of Christ and will be forever with the Lord. We believe that those who have not believed in Jesus as Lord and Saviour will be resurrected to stand at the judgement seat of God and to receive the punishment of eternal separation from God and condemnation to Hell.

We believe the Church is the Body of Christ composed of all believers in the Lord Jesus Christ. We believe the Body of Christ finds its visible manifestation in the local community of believers and ministers through the co-operative exercise of God-given gifts available to all Christians. Each local community of believers is competent under Christ as the Head of the Church to order its life without any interference from any civil authority.

Are you in full agreement with our school's Confession of Faith? Yes  No

If not, indicate areas of disagreement:

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Name

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Signature

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Dated