



Covenant College

105 Creamery Road, Bell Post Hill VIC 3215

Tel: (03) 5278 5122 Fax: (03) 5272 2254

covenant.vic.edu.au **Email:** administration@covenant.vic.edu.au

Operated by: Geelong Christian Education Association A.B.N. 24 006 071 110

EMPLOYMENT APPLICATION FORM – NON-TEACHING STAFF

Thank-you for your interest in a position at Covenant College. The following documentation needs to be submitted with this completed 'Employment Application Form':

- Cover letter to the Principal
- Your Resume/CV
- Current Working with Children Check
- Proof of Citizenship (if applicable) *
- Professional or other qualifications *

Please attach / include other relevant documentation as required.

* Original documentation is required, e.g. birth certificate/marriage certificate/passport and verified transcripts. Scanned copies are acceptable for emailed applications.

(Original documentation can 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 Covenant College and during their time with the College at regular intervals. Police record checks may include criminal history and personal identification checks.

Please send all completed documents to:

Post: The Principal
Covenant College
105 Creamery Road
Bell Post Hill 3215

Email: hr@covenant.vic.edu.au

*Please insert
a photo here*

Name: _____

Position applying for: _____

Date of application: _____

PERSONAL DETAILS

Surname _____ Given Name/s _____

Title: _____ Date of Birth ____/____/____ (Optional)

Residential Address: _____

Email Address: _____

Contact Phone: _____ WWCC number: _____

Are you an Australian Resident? Yes ☐ No ☐

Aboriginal? Yes ☐ No ☐ Torres Strait Islander? Yes ☐ No ☐

EDUCATIONAL QUALIFICATIONS / LICENCES

Please list any degrees, diplomas, certificates or other professional qualifications you have:

Qualification / Licence	Name of Institution	Year

Other qualifications

Please list below any other qualifications you have, including Bible College and Christian Education courses and shorter courses in specific skills areas such as First Aid etc.

Course / Licence Name	Provider

Special Interests *(Optional)*

Please detail below any areas of value to a school in which you have skills, experience or interest (e.g. instrumental music, choir, public speaking, debating, photography, drama, hobbies and leisure interests).

EMPLOYMENT DETAILS

Please give details of your previous employment/s:

Year/s	Employer	Position held	Reason for Leaving

SIGNIFICANT CAREER ACHIEVEMENT/S

Please use the space below to outline any key achievements in your previous employment/s.

CHURCH AND COMMUNITY *(Optional)*

Name the church/fellowship you are presently attending? _____

How long have you been at your present church/fellowship? _____

Do you hold membership in your present church/fellowship? _____

How frequently do you attend church/fellowship? _____

Please visit our website and read our **Vision Statement, History & Philosophy** and our **Biblical Basis Statement**. These documents describe the underlying principles on which Covenant College is founded.

Please provide us with your thoughts/observations on these statements. (Optional)

GENERAL

Please give details of recreational activities and social or community interests

How do you rate your level of health? (Optional)

How did this vacancy come to your attention, and what influenced you to consider service in a Christian school?

Please list any matters or problems which might affect your work as a staff member in a Christian school:

Are there any further comments you would like to make in support of this application?
(e.g. reasons why you would like to work at Covenant College etc)

REFEREES

Please provide contact details of at least three people who would be able to attest to your work experience and character, and would be able to attest to your ability to work in a school.

Professional Referee #1

Name _____

Referee's position _____

Organisation _____

Contact number _____

Relationship to you _____

Professional Referee #2

Name _____

Referee's position _____

Organisation _____

Contact number _____

Relationship to you _____

Pastoral Referee

Name _____

Referee's position _____

Church Name: _____

Contact number _____

DECLARATION

I, _____ of
_____ (State) _____ Postcode _____

declare the following:

- The information in this application is true and correct.
- That all copied material is a true copy of the original document.
- I have never been charged with or convicted of child abuse or any other crime other than as disclosed in this application (*Please give details on a separate sheet if applicable*).
- I acknowledge that any appointment offered to me is on condition that the information provided by me is true and correct.
- I authorise Covenant College to verify any information supplied by me and to seek clarification from my referees and /or relevant authorities as Covenant deems appropriate.
- I have read, understood and agree with the Covenant College Policies; 'Child Protection & Safety Policy', 'Child Safety Code of Conduct' and 'Reportable Conduct Policy'.

Applicant Signature: _____ Date: _____

Before me:

Name of Witness: _____

Witness Signature: _____

Witness Address: _____

PRIVACY at Covenant College Application for Employment Privacy Notice

1. In applying for this position you will be providing Covenant College with personal information. We can be contacted by post at 105 Creamery Road Bell Post Hill 3215, or by telephone on (03)5278 5122.
2. You agree that we may store this information for 3 months.
3. 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.
4. We will not disclose this information to a third party without your consent.
5. We have a College policy that requires us to conduct a criminal record check.
6. 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 3 months.