

Employee Application Form Non-Teaching

Applications must be addressed to the Principal and received either:

1. In hard copy to Human Resources at Annandale Christian College,
PO Box 1366, Aitkenvale QLD 4814
Please mark the envelope 'Confidential Application'. OR
2. Email to hr@acc.qld.edu.au with the subject line
'Employment Application' and all documents in PDF format.

For any further queries, please contact Human Resources team, via email or phone (07) 4725 2082.

Office Use	
Date Received	
Suitable for Interview	
Short Listed for Interview	
Keep Application on File	

Life & Learning through Christ

Note to Applicants

Thank you for considering working alongside us at Annandale Christian College.

We have been providing quality Christian Education since 1982 to families of Townsville.

We are a diverse, passionate, professional team of committed staff who work to achieve our mission statement.

We have been blessed to have employees who feel their role is both a vocation and a ministry. Each and every role works to ensure the students, for whom our College exists, are provided with robust nurturing as they participate in curriculum which enables them to engage, critique and transform their world.

You will be working alongside parents, teachers, secretaries, ground staff, cleaners, librarians and a host of other roles. If successful, you will be part of the team at Annandale Christian College, working to achieve our mission:

***to provide quality Christ-centred education
through a partnership of parents, teachers and students
which recognises the Lordship of Christ
and the integrity of the Bible***

Blessings

Marcelle Calitz
Principal

Steps to complete application

- Read the information provided:
 - Role description
 - ACC Employment Documentation
 - Employment Conditions
- Fill in Employee Application Form and return to the Principal including:-
 - A one page cover letter
 - Your current Resume
 - Written brief overview of ability to perform, and experience with 'Details of Responsibilities as per Role Description
 - Proof of Australian Citizenship (eg. Birth Certificate, Passport, Citizenship Certificate)
 - Other required documentation (Visas, Blue Cards etc)

(NOTE: We request that your application be submitted without the use of plastic sleeves, display folders, etc)

Application

Which position you are applying for?

Date of application?

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How did you become aware of this position?

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Contact and Background Information

PERSONAL DETAILS

Title (Mr Mrs Miss Ms Dr Rev Other)

Legal Last Name

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Legal First Name

Legal Middle Name(s) (if applicable)

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Preferred Name (if different from above)

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CONTACT DETAILS

Street Address

--

Suburb

State

Post Code

--

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--

Mailing Address (if different to above)

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Suburb

State

Post Code

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Email Address

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Home Phone Number

Mobile Phone Number

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RESIDENTIAL STATUS

Note: We generally do not sponsor 457 visas nor consider applicants who do not hold at least residency status.

Are you an Australian Citizen?

YES / NO

If you are not an Australian Citizen list relevant visas, subclass numbers and passport number.
Provide photocopies of the visas.

Note: If your application is successful, you will be asked to provide one of the following documents as proof of entitlement to work in Australia.

- Australian Birth Certificate
- Australian Citizenship Certificate
- Evidence of Permanent Residence Status
- Passport and Visa allowing employment in Australia

WORKING WITH CHILDREN CHECK (BLUE CARD)

*Note: The Commission for Children and Young People Act 2000 and Annandale Christian College requires all non-teaching employees who work with children and young people to hold a Blue Card or Exemption Card, irrespective of position held. Further details regarding this check may be obtained by accessing the website of Queensland Government *Blue Card Services* at www.bluecard.qld.gov.au*

The successful applicant will commence employment on the understanding that:

- The applicant **must** lodge an application for a *Blue Card* from the *Queensland Government, Blue Card Services* **before** commencing employment. Application forms are available from the College or can be downloaded from www.bluecard.qld.gov.au. Applications cost **\$92.30** (January 2020).
- Confirmation of appointment is conditional on the receipt of a Positive Blue Card Notice.

(Please do not apply for this position if you cannot meet the *Working With Children Suitability* criteria. It is an offence to apply for a *Blue Card* if you are aware you will not meet the standard)

If you hold a current Blue Card please complete the following details.

Blue Card Number

Expiry Date

Please circle

VOLUNTEER / EMPLOYEE

If interviewed for the position, you must produce your Blue Card.

Christian Faith

Do you have an active Christian Faith?

YES / NO

Describe your attendance at church (never, occasionally, weekly, other -please explain)

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Which Church do you attend?

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List your involvement in church activities (if any)

Which principles guide you as a Christian employee?

TESTIMONY

Please provide a brief statement of your Christian faith. As a minimum, please cover such areas as how long you've been a Christian, what you understand being a Christian means, the role of Jesus in your life and your view of the Bible.

[illegible]

Working at Annandale Christian College

What would you hope to accomplish by working at Annandale Christian College?

Are you interested in applying for *Full-time, Part-time, Casual, Relief*?

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If less than Full-time, please indicate the days you are currently available.

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Do you currently have, or have you in the past had, any health issues (physical / mental) which may require support to meet the requirements of the position if you were appointed? If yes, please provide details. Please note that this information is treated as strictly confidential.

Which parts of the role description provided do you feel best able to perform and would provide you the most satisfaction.

Which parts of the role description do you feel least able to do well, or would be the least satisfying for you.

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Qualifications

Note: if you are the successful applicant you will be required to provide certified copies of all Certificates / Qualifications mentioned in this application form.

FORMAL QUALIFICATION DETAILS

[illegible]

CERTIFICATES, LICENCES OR 'TICKETS'

Type	Expire

List any relevant professional development or training you have undertaken in the past 3 years.

List any Professional Associations of which you are a member.

Experience

Provide details of your most recent roles relevant to this position. A more comprehensive list of experience should be provided in your resume.

Position	Place of Employment	Start – finish date
Your responsibilities in this role Position		

Position	Place of Employment	Start – finish date
Your responsibilities in this role Position		

Position	Place of Employment	Start – finish date
Your responsibilities in this role Position		

Whilst not all of these skills may be relevant for the role that you may be applying for, it is useful for us to know extra skill sets that we could potentially use across the organisation.

(Skill Level - 1 is not very, 10 is excellent)

Type	Skill Level
Word / Pages	
Excel / Numbers	
Desktop Publishing	
Web Page Design	
Accounting / Finance	
Library / Resource Management	
Photography / Video Production	
Sales	
Advertising	
Management	

Do you know anyone connected to ACC (Staff member, Student past or present etc)

Referees

Please provide details of 3 people who can attest to your character, your qualifications and skill set.

One of these referees **must** be your minister or pastor.

One of these referees **must** be your most recent employer.

Referee Name			
Occupation			
Your relationship with this person			
Address			
Home Phone		Work Phone	
Mobile Phone			

Referee Name			
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Mobile Phone			

Declarations

Have you read the Annandale Christian College Application Information Package enclosed with this application package? Please circle.

YES / NO

I hereby confirm that all information supplied in this position application is true, complete and correct. I have attached copies of all necessary documents to support my stated qualifications and experience. I hereby give my permission for Annandale Christian College to make such investigations as you deem necessary regarding this information.

Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

In applying for this position I am providing Annandale Christian College (ACC) with personal information. ACC collects this information in order to assess my application. I understand it is wise to inform others whom I have mentioned in this application, informing them I am disclosing the information to ACC, and why, so they can address the information if they wish. I understand that ACC does not usually disclose the information to third parties.

Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

I hereby affirm my belief in, and acceptance of, **Statement of Christian Beliefs** (doc A in Employment Documentation). In signing below, I desire to declare my personal faith in Jesus Christ as my Saviour, my Lord and my God.

Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

I hereby affirm I have read, understand, and agree to **Staff Code of Conduct** (doc B in Employment Documentation). I understand that continuing employment at Annandale Christian College implies my ongoing adherence to these principles.

Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note, unless you specifically instruct us, your application may be kept on file for future reference.

Office use:

History: Document produced May 2016 – Reviewed January 2020

Related Policy: Statement of Christian Belief, Staff Code of Conduct (ACC Employment Documentation)

Copies:

Referred to in the following publications: