

Employee Application Form 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

Thank you for considering teaching 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 a curriculum which enables them to engage, critique and transform their world.

If successful, you will be a part of the team at Annandale Christian College, which includes parents, other teachers, office staff, cleaners, education assistants, grounds staff and many more. Together we aim to achieve our mission which is:

***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***

We are intentional about celebrating life and learning through Christ-centered education and trust that as you fill in this application, it will be a chance to reflect on your own beliefs and practices as an educator and provide us with the necessary information to select the best candidates as we look to the future.

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
 - Questions and answers found on page 8 of the Application Form
 - Proof of Australian Citizenship (eg. Birth Certificate, Passport, Citizenship Certificate)
 - Other required documentation (Visas, Blue Cards etc) NB: If you are successful in gaining an interview, original copies of documents must be shown.

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

Essential Selection Criteria The desired applicant will be able to meet the following:

- Have a personal commitment to the Lord Jesus Christ and be a regular attendee at church,
- Be in agreement with ACC Statement of Christian Beliefs
- Be in agreement and live a life consistent with ACCs Statement of Beliefs, ACC Staff Code of Conduct and ACC Staff Lifestyle Requirements
- Support the Christian ethos of the College
- Meet National Professional Standards for Teachers (www.aitsl.edu.au).
- Hold current *Queensland College of Teacher* registration.

Application

Position you are applying for

Date of application

How did you become aware of this position?

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

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

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

Contact and Background Information

PERSONAL DETAILS

Title (Mr Mrs Miss Ms Dr Rev Other)

Legal Last Name

Legal First Name

Middle Name(s)

Preferred Name (if different from above)

CONTACT DETAILS

Street Address

Suburb

State

Post Code

Email Address

Home Phone number

Mobile Phone number

Mailing Address (if different from contact address)

Suburb

State

Post Code

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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.

☒ I am an Australian citizen. OR

☒ I am not an Australian citizen.

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

QCT REGISTRATION

☒ I have full registration with Queensland College of Teachers. OR

☒ I have provisional registration with Queensland College of Teachers.

Registration Number

Expiry Date

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Note: If your application is successful, you must produce proof of registration.

Qualifications

Please list below all degrees, diplomas and certificates you have attained, the year they were awarded and the institutions from which they were conferred.

Note: If your application is successful, you must produce certified copies of these documents.

Qualification	Year	Institution

What were your fields of study for these qualifications?

Major Fields

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Minor Fields

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TEACHING SKILLS

Primary: Please list the Year Levels you are qualified to teach.

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Secondary: Please list the Subjects you are qualified to teach, and to what level.

Subject	Highest Level

FURTHER STUDIES

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

Please provide details of any further studies you are currently pursuing.

LICENCES OR 'TICKETS'

Type	Expire

List any Professional Associations of which you are a member.

Experience

Teaching Experience Please list all the schools/colleges in which you have taught.

School / College	FTE*	Dates employed Start- finish	Position held	Class/Subjects Taught

* Evidence and/or statements of service may be required prior to appointment.

Any positions of responsibility other than teaching in Schools/Colleges

School / College	FTE	Start- finish	Brief description of responsibilities

Any roles/experiences from work or life outside of education

Situation	FTE	Start- finish	Brief description of role

Personal Responses

The following questions provide an insight into who you are as a person and as an educator.

The following questions should be answered on a separate page. Copy or write the question above each of your answers, which should be about a paragraph per question (but may be longer if necessary).

If you are applying for a Relief Teaching position, you are only required to answer questions 1 to 9.

(Graduates, if you have no practical experience in a question, provide information about your theoretical aims for each questions).

Christian Faith

1. What do you think '*being a Christian*' means?
2. What are your views about the Bible and what role does the Bible play in your daily life?
3. Please share your Christian faith (your testimony) including how you became a Christian, the role that Jesus plays in your life and how your faith impacts how you live.

Craft of Teaching

4. What is your philosophy of education?
5. What is Christian Education and provide an example of a time you used a Christian perspective in an educational programme?
6. Explain ways you have used differentiation in your classroom.
7. Explain the type of relationship you have between yourself and students and how you make this possible.
8. Which behaviour management strategies do you use to ensure harmony in the classroom?
9. What are three positive attributes or skills that your current Principal/Supervisor would ascribe to you?
10. Explain the way you use assessments to enhance learning.
11. How have you used the *Australian Curriculum* to develop learning programs?
12. How do you measure the effectiveness of your teaching and what changes have you made to ensure richer student learning.
13. How do you use ICT to enhance the learning of students and the way you teach?
14. Apart from your teaching, how have you contributed to the broader life of your school community?
15. Are there any other skills or interests you have that could be utilised in your role as a teacher at this school?

Growth and Goals

16. In which areas do you want to grow professionally and how do you hope our College may assist you to achieve these goals?

Please complete the following self-assessment by ticking the appropriate column in terms of how you rate your own abilities in the area outlined.

	Excellent	Very Good	Adequate	Needs Attention
Willingness to work hard				
Creativity				
Punctuality				
Communication (written, verbal, non-verbal)				
Self-confidence				
Health and fitness				
Rapport with students				
Working in Teams				
Understanding of Christian Education				
Flexibility				
Classroom management				
Planning and implementing curriculum from a Biblical perspective				
Organisational skills				
Knowledge of Australian curriculum				
Resourcefulness				
Sense of humour				

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	

Church and Faith

✓ ☐ I have an active Christian Faith. OR

✓ ☐ I do not have an active Christian Faith.

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)

Health

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.

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

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

Declarations

All applicants are advised that it is their responsibility to provide with their applications any information which may be relevant to the employer's decision as to whether to offer employment. Failure to provide complete, accurate information may result in dismissal.

Medical Details

After reading the role description, you must disclose all pre-existing injuries or current medical conditions that could reasonably be expected to be aggravated by performing your employment related duties.

If you knowingly supply false or misleading information, you will not be entitled to compensation or damages under the *Workers' Compensation and Rehabilitation Act 2003* (the Act), for any event that aggravates the non-disclosed pre-existing injury or condition.

✓ ☐ I do not have a disability, injury or medical condition that may need to be considered in my employment OR

✓ ☐ I do have a disability, injury or medical condition that may need to be considered in my employment. (please list).

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Workers compensation:

- ✓ ☐ I have not had a Worker's Compensation Claim. OR
- ✓ ☐ I have or have had or Worker's Compensation Claim (please list).

Date of Injury	Injury	Name of insurance company

Dismissal:

- ✓ ☐ I have not been dismissed from a previous employer for misconduct or other. OR
- ✓ ☐ I have been dismissed from a previous employer for misconduct or other. (provide details)

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Outstanding charges:

Do you currently have any matters before the Court.

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- ✓ ☐ I am not involved in any way with any issues of child abuse or am under investigation or court action involving child abuse.

I confirm that I have read the Annandale Christian College Application Information Package enclosed with this application package

I confirm that all information supplied in this position application is true, complete and correct.

I confirm I have provided full details of all criminal convictions, charges or inquiries against me in any country.

I confirm I have provided full details of any Worker's Compensation claims, disability or medical condition.

I confirm I have provided full details of any dismissal from employment

I have provided full of any medical condition which may affect appointment or deployment

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

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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

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

I hereby affirm I have read, understand, and agree to the **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

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

Office use:

History: Document produced September 2016, amended April 2018, January 2020 and January 2023
Related Policy: Statement of Christian Belief, Staff Code of Conduct (ACC Employment Documentation)
Copies:
Referred to in the following publications: