



KINGSWAY CHRISTIAN COLLEGE

Employment Application Instructions

1. Employment information pack

The Employment Application pack contains the following:

- Kingsway Christian College Mission Statement;
- Position Description and Selection Criteria for any advertised position;
- Application Form appropriate to the position: (Teacher; Administrative & Technical Officers (Non-teaching); Peripatetic Music Instrumental Tutor).

2. How to make your application

- a. Read the material supplied, carefully.
- b. Complete the relevant Application Form then sign and date the Privacy Notice and the Declaration sections.
- c. Provide original plus 2 copies of all documents including your claims against the Selection Criteria if applying for an advertised position. Do not use folders, binders, plastic sleeves or staples. Use a paperclip.
- d. State your claims against the Selection Criteria by writing a maximum of one paragraph for each of the points listed. Failure to address the selection criteria for an advertised position will result in an application not being considered.
- e. Your Application Form and Selection Criteria **MUST BE** accompanied by a:
 1. Written reference from your Pastor/Elder of a church currently attended;
 2. Department of Education and Training Criminal History Clearance no more than 3 months old. Please go to <http://www.eddept.wa.edu.au> for the form;
 3. WA College of Teaching (WACOT) current financial membership is required for all teacher applications. Please go to <http://www.collegeofteaching.wa.edu.au> for information;
 4. Working With Children Check Card: This applies to all new employees including teachers new to teaching in West Australia, whether new graduates, or new residents of Western Australia. Teachers registered with WACOT and teaching prior to 2006 are not required to supply this clearance until their registration expires or by 31 December, 2010, whichever happens first. Please go to <http://www.checkwwc.wa.gov.au/default.htm> for further information;
 5. Qualification evidence in the form of original certified copies of University letter confirming courses commenced and finished and statement of results; degree / diploma; ATP reports (new graduates).
 6. Statements of Employment Service: Candidates must provide an original official letter from the previous employer or school authority stating evidence of relevant experience including:
 - The name of the employer/school.
 - Position held and status (permanent/ temporary/ casual).
 - Commencement and cessation dates.
 - Periods of leave without pay, and periods of maternity leave.
 - If the service was part-time, the relevant time fraction (e.g. 0.25FTE).

7. Proof of entitlement to be employed in Australia in the form of a certified copy of an Australian passport, an Australian Citizenship Certificate or a permanent residency visa.
8. *NOTE:* Existing Staff applying for advertised positions are not required to submit an application form. However, they must address the selection criteria for any advertised position.

3. Referee Checks

Referee checks are conducted on applicants. The contact details of 3 referees are to be included in the application form. If an applicant requests the current employer/Principal not be used as a referee the applicant will need to supply the reason for such a request.

4. Health

Applicants need to declare any impairment that would interfere with their ability to perform the job for which they have applied.

5. Child Protection

The Employer advises that it is strongly committed to child protection and has put in place appropriate recruitment and selection processes including structured referee checks, criminal history checks and checks with past or current employers.

Successful candidates, once appointed, will be expected to participate in new staff induction, and ongoing performance appraisal/management.

Criminal history checks are carried out regularly. Working With Children Check Cards are required by Law.

Although checks are not conducted on church attendance/membership, this is a requirement of employment at Kingsway Christian College.

POST APPLICATIONS TO:
Human Resources Manager,
Kingsway Christian College,
157 Kingsway,
Darch 6065
Western Australia.

Privacy Notice

1. In applying for this position you will be providing the Parent Controlled Christian Education Association (Northern Suburbs) Inc. with personal information. We can be contacted at 157 Kingsway, Darch 6065 Western Australia, or at email address employment@kcc.wa.edu.au, or at (08) 9302 8777. The Association is the governing body of Kingsway Christian College.
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 a period of six (2) weeks.
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. We usually disclose this kind of information to the following types of organizations: government agencies, peak bodies, banks, etc.
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 Association 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 six (6) weeks.