

## ADMINISTRATIVE & SUPPORT STAFF APPLICATION FORM

**Date:** \_\_\_\_\_ **Position Applied for:** \_\_\_\_\_

**Position Type:** Full-time    Part-time    Casual/Relief    Indicate availability:    M    T    W    Th    F

**How did you hear about this vacancy?**    West Australian    College Website    Seek    College Newsletter    Community News    Friend

### PERSONAL DETAILS

**Surname:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Contact no:** \_\_\_\_\_

**Please list all other names by which you are known:**

 Please submit any personal details, relevant to this application, on a separate page

**The following information is being sought to assess your ability to perform the essential duties of the position:**

Have you ever had any disability, serious illness or disease which might prohibit you from performing safely the duties required of the position?    Yes    No

If Yes, please give details:

Have you ever claimed worker's compensation for injuries which might have any effect on your ability to perform safely the duties required of the position?    Yes    No

If Yes, please give details:

**Important Notice: Section 79 of the Workers' Compensation and Rehabilitation Act 1981 states:**

*Where it is proved that the worker has, at the time of seeking or entering employment in respect of which he claims compensation for a disability, wilfully and falsely represented himself as not having previously suffered from the disability a dispute resolution body may in its discretion refuse to award compensation which otherwise would be payable.*

### EMPLOYMENT CLEARANCE CHECK

**If holder of Working With Children Check card    Card no:** \_\_\_\_\_ **Expiry:** \_\_\_\_\_  
**please provide details:**

**Have you ever been convicted of any criminal offence?**    Yes    No


 Please attach a Department of Education National Policy History Check no more than 3 months old

**Have you ever been convicted of a criminal offence relating to:**

- (a) offenses against morality involving a victim under 18 years of age
- (b) homicide, suicide, concealment of birth
- (c) offenses endangering life or health
- (d) sexual offenses involving a victim under 18 years of age
- (e) offenses against liberty
- (f) child stealing
- (g) desertion of children

which has spent or lapsed?

If Yes, please provide documentation    Yes    No

 Please provide certified copies of documents proving you are entitled to work in Australia, e.g. Australian or New Zealand Passport; Citizenship Certificate; Australian Birth Certificate; Permanent Residence Visa; Temporary visa with work entitlement.

## TERTIARY QUALIFICATIONS & TRAINING

Please list your degrees, diplomas and other professional qualifications and  supply certified copies with this application:

Degree/Diploma etc.	Name of Institution	Date commenced	Full-time or Part-time	Date Completed	Date Conferred

**What were your major and minor fields of study:**

**Current studies including course details:**

## EMPLOYMENT DETAILS

Please provide details of previous employment

Dates	Position held	Length of Service	Name of Company	Reason for termination

## EMPLOYMENT REFEREES

Name	Position	Contact number	Email address

## CHARACTER REFEREES

 Please include a letter of reference from your Church pastor or person of authority in your church

Name	Position	Contact number	Email address

## CHRISTIAN BACKGROUND AND BELIEF

Give your definition of a Christian:

Are you an active member of a local church?      Yes      No      If Yes, how long have you attended:

Name the church you currently attend:

Minister's name:

Minister's Phone no:

In what capacities do you serve in your church?

Give a brief account of your Christian life and experience and how and when you became a Christian:

Give your views on the inspiration and authority of the Bible:

### DECLARATION

Please see essential reading on the College website at [www.kingsway.wa.edu.au/employment](http://www.kingsway.wa.edu.au/employment) and tick against each statement below before signing and dating this Application Form.

I declare the above Statement of Application to be true and: *(Please initial each statement)*

- |               |  |
|---------------|--|
| (i) Initial   | I have studied the Christian Beliefs set down within the Kingsway Christian College Mission, Vision and Values Statement and declare that I accept, unequivocally hold to, and believe them (in the direct and literal sense). |
| (ii) Initial  | I have reviewed and understand the requirements of Membership of the Association (of which I must qualify) and declare that I fulfil, and will abide by, all aspects.  |
| (iii) Initial | I enthusiastically support, endorse and promote the principle of Christian Education as expounded in the Association's Mission Statement.  |
| (iv) Initial  | I have read and agree with the Employment Collection Statement below.  |

**Name:**

**Signature:**

**Date:**

## APPLICATION INSTRUCTIONS

Please ensure all items on the application checklist have been completed and are included in your application:

✓ APPLICATION CHECKLIST:

Application form completed, signed and dated

Cover Letter

Responses to Position Selection Criteria

Copy of WWCC Card

DET National Police History Check

Pastor's reference

Evidence of eligibility to work in Australia, if applicable

Certified copies of qualifications

Statements of employment

CV

☒ Please scan all application submission documents in one attachment to [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au)

## EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing the Kingsway Christian Education Association Inc. (KCEA) (Association) with personal information. We can be contacted at 157 Kingsway, Darch 6065 Western Australia, or at email address [Kingsway@kcc.wa.edu.au](mailto:Kingsway@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 reasonable period of time even if your application is unsuccessful, in case another suitable position becomes available.
4. The College's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP's) or how you may seek access to personal information collected about you. However, there will be occasions when access is denied. Such occasions would include where access has an unreasonable impact on the privacy of others.
5. We usually disclose the kind of information referred to in Clause 4. above, to the following types of organizations: government agencies, peak bodies, banks, etc.
6. We are required to conduct a criminal record check and/or collect information regarding whether you are or have been the subject of certain criminal offences under child protection laws in place from time to time. We may also collect personal information about you in accordance with these laws.
7. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside of Australia.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing information to the Association and why, that they can access the information if they wish, that the College does not usually disclose the information to third parties, and that we may store their information for a reasonable period of time.