



RELIEF NON-TEACHING APPLICATION INSTRUCTIONS

PRE-READING: Kingsway Christian College Mission, Vision & Values Statement

APPLYING FOR RELIEF AT KINGSWAY:

Applications must include:

- Admin & Support Staff Application Form
- Current church Pastor's written reference
- Certified copies of qualifications, reference letters (if available), and statements of employment service (if available)
- CV
- Copies of valid clearances as follows:
 - Eligibility to work in Australia (Australian passport, Australian Citizenship Certificate or permanent residency visa);
 - Department of Education (WA) criminal history clearance (no more than 3 months old) preferred. Alternatively, National Police Checks available within 24 hours from <https://cvcheck.com> ;
 - Working With Children Check card or willing to apply if appointed.

ADDITIONAL INFORMATION:

- **Christian Faith:** A current Church Pastor's written reference is an application requirement.
- **Child Protection:** Recruitment processes and procedures reflect Kingsway's commitment to child protection.
- **Referee Checks:** Conducted on all candidates prior to an offer of employment being made. If you request contact is not to be made with the current employer / Principal, please supply your reason for such a request.

SUBMITTING APPLICATIONS:

- Do not send original documents.
- Scanned electronic applications are preferred. Please email all application submission documents to HR@kcc.wa.edu.au .
- Applications will also be accepted by mail or in person.
Please address your application to
Human Resources Manager, Kingsway Christian College, 157 Kingsway, Darch WA 6065

FURTHER INFORMATION:

Please contact the HR department for any additional queries:

- Phone: (08) 9302 8777
- Email: HR@kcc.wa.edu.au