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## RELIEF NON-TEACHING APPLICATION INSTRUCTIONS

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

### APPLYING FOR RELIEF AT KINGSWAY:

Applications must include:

- Support Staff Application Form
- Current church Pastor's written reference
- CV
- Eligibility to work in Australia (Australian passport, Australian Citizenship Certificate or permanent residency visa).

### 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.

**If your application is successful, you will be required to provide:**

- Certified copies of qualifications
- Statements of employment service
- Copies of valid clearances as follows:
  - 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.

### SUBMITTING APPLICATIONS:

- Do not send original documents.
- Scanned electronic applications are preferred. Please email all application submission documents to [HR@kcc.wa.edu.au](mailto: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](mailto:HR@kcc.wa.edu.au)