



Covenant College

105 Creamery Road, Bell Post Hill VIC 3215

Tel: (03) 5278 5122 Fax: (03) 5272 2254

covenant.vic.edu.au **Email:** administration@covenant.vic.edu.au

Operated by: **Geelong Christian Education Association** A.B.N. 24 006 071 110

EMPLOYMENT APPLICATION FORM

Please complete this application form and together with your resume send to:

Human Resources Officer
Covenant College
105 Creamery Road
Bell Post Hill 3215

or via email to:

hr@covenant.vic.edu.au

Please attach / include other relevant documentation as required.

RELEVANT DOCUMENTATION CHECKLIST:

- A certified copy of all educational and training transcripts, if applicable
- Working with Children Check (employment)
- Proof of citizenship, if applicable

NAME: _____

POSITION APPLYING FOR: _____

DATE: _____

PERSONAL DETAILS

Surname _____ Given Names _____

Title: _____ Date of Birth ___/___/___ (Optional)

Residential Address: _____

Postal Address: _____

Email Address: _____

Telephone: Home _____ Mobile _____

VIT Registration No (if applicable): _____

Are you an Australian Resident? Yes No

Aboriginal? Yes No Torres Strait Islander? Yes No

EDUCATIONAL QUALIFICATIONS

What degrees, diplomas or other professional qualifications do you hold?

Degree, Diploma, etc	Name of Institution	Year Conferred

Other qualifications

Please list below any other qualifications you have, including Bible College and Christian Education courses and shorter courses in specific skills areas such as first aid etc:

Course Name	Provider

Special Interests (Optional)

Please detail below any areas of value to a school in which you have skills, experience or interest (eg instrumental music, choir, public speaking, debating, photography, drama, hobbies and leisure interests).

EMPLOYMENT DETAILS

Give details of your previous employment/s

Year	School/Employer	Position held	Reason for Leaving

SIGNIFICANT CAREER ACHIEVEMENT/S

Please use the space below to outline your key achievements in your previous employment/s.

CHURCH AND COMMUNITY (Optional)

(i) Name the church/fellowship you are presently attending?

(ii) How long have you been at your present church/fellowship?

(iii) Do you hold membership in your present church/fellowship? _____

(iv) How frequently do you attend church/fellowship? _____

Please read the attached **Vision Statement, History & Philosophy Document and the Biblical Basis Statement**. These documents describe the underlying principles on which Covenant College is founded.

Please provide us with your thoughts/observations on these statements. (Optional)

GENERAL

(i) Please give details of recreational activities and social or community interests

(ii) How do you rate your level of health? (Optional)

(iii) How did this vacancy come to your attention, and what influenced you to consider service in a Christian school?

(iv) Please list any matters or problems which might affect your work as a staff member in a Christian school:

(v) Are there any further comments you would like to make in support of this application? (eg. reasons why you would like to work at Covenant College etc)

REFEREES

Name at least three people who would be able to attest to your spiritual character, and able to attest to your ability to work in a school.

(i) Professional Referee's Name _____

Referee's position _____

Address _____

Telephone number _____

Relationship to you _____

(ii) Professional Referee's Name _____

Referee's position _____

Address _____

Telephone number _____

Relationship to you _____

(iii) Pastoral Referee's Name _____

(Optional)

Referee's position _____

Address _____

Telephone number _____

DECLARATION

I, _____ of
_____ (State) _____ Postcode _____

declare the following:

- The information in this application is true and correct.
- That all copied material is a true copy of the original document.
- I have never been charged with or convicted of child abuse or any other crime other than as disclosed in this application (*Please give details on a separate sheet if applicable*).
- I acknowledge that any appointment offered to me is on condition that the information provided by me is true and correct.
- I authorise Covenant College to verify any information supplied by me and to seek clarification from my referees and /or relevant authorities as Covenant deems appropriate.
- I have read, understood and agree with the enclosed Covenant College Policies; “Child Safe”, Mandatory Reporting” and “Reportable Conduct of Staff, Volunteers and Others”.

Signature: _____ Date: _____

(Applicant)

Before me:

Name of Witness: _____

Witness Signature: _____

Witness Address: _____

PRIVACY at Covenant College Application for Employment Privacy Notice

1. In applying for this position you will be providing Covenant College with personal information. We can be contacted by post at 105 Creamery Road Bell Post Hill 3215, or by telephone on (03)5278 5122.
2. You agree that we may store this information for 3 months.
3. 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.
4. We will not disclose this information to a third party without your consent.
5. We have a College policy that requires us to conduct a criminal record check.
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 College 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 3 months.