



St Philip's Christian College
FOR THE WHOLE OF LIFE

Application for Employment – Non-Teaching

CAMPUS:	Newcastle	Cessnock	Port Stephens	Gosford
	YP Newcastle	YP Central Coast		

POSITION DETAILS

Position Sought:

Date of Application:

PERSONAL INFORMATION

Surname:

Given Name/s:

Marital Status:

Date of Birth:

Address: Postcode:

Phone: (home)

Mobile: WWCC:

Email:

Have you been arrested or convicted of any criminal act? Yes No

If yes, please give details:

EXPERIENCE

Give details of your experience. (Include dates, names of organisations and years of work)

Indicate your total experience Years: Months:

QUALIFICATIONS

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

Degree, Diploma etc	Name of Institution	Years of Training	Year Conferred

List any position of special responsibility you have held, and length of time:	
List any areas of special training, experience or interest:	
Provide details of professional associations of which you are members:	

CHRISTIAN COMMITMENT

Do you consider yourself to be a true Christian?	
Which Church do you regularly attend?	
Phone:	
Address:	
	Postcode:

MINISTER DETAILS

Ministers Name:	
Phone:	

CHRISTIAN JOURNEY

Give a brief outline of your involvement in your Church and/or other Christian work:	
Given a brief testimony describing your conversion to Christ:	

GENERAL COMMENTS	
Why are you interested in applying for this particular position?	
What attracted you to this college?	
Any additional relevant information or comments are welcome:	

REFEREES

Referees will be contacted by the College to discuss your suitability for the position you have applied for:

CHARACTER

Surname:		Given Name/s:	
Address:			
		Postcode:	
Occupation:		Phone:	
What is your association with this referee?			

PASTOR/MINISTER

Surname:		Given Name/s:	
Address:			
		Postcode:	
Occupation:		Phone:	
What is your association with this referee?			

PROFESSIONAL

Surname:		Given Name/s:	
Address:			
		Postcode:	
Occupation:		Phone:	
What is your association with this referee?			

ELECTRONIC SIGNATURE CONSENT

I confirm that the above information is correct. I understand that any misleading statements or omissions made by me may be sufficient grounds for cancelling any agreements made.

Signature:

Date:

EMPLOYMENT COLLECTION NOTICE

By applying for an advertised position you will provide St Philip's Christian Education Foundation Ltd (SPCE) with personal information. We collect personal information, for example your name and address or information on your resume or CV, in order to assess your application for employment. We may provide your personal information to any School or entity of SPCE for the purposes of recruitment to vacant employment positions. We will not disclose this information to any other individual or organisation without your consent.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. Preferred candidates for a position within SPCE are required to be subject to background checks. This may involve:

- A relevant criminal history check;
- A Working With Children Check;
- Bankruptcy Register search;
- Apprehended Violence Orders Check (Apprehended Domestic Violence Order; or Apprehended Personal Violence Order);
- Referee reports; including information about your employment history

Child protection legislation requires that successful applicants undertake a satisfactory Working With Children Check, which is kept on your personnel file for 30 years.

If you provide us with the personal information of others (for example, a referee), we encourage you to inform them that you are disclosing that information to SPCE and why that information is being held. We encourage you to inform them that they can access that information if they wish. SPCE does not disclose that information to third parties.

If you are applying for an advertised position with SPCE, the School or entity will retain your personal information for 12 months and may use it again as part of a candidate pool of applicants that may be contacted for recruitment purposes. After that time, we will destroy all documentation provided to us.