

## APPLICATION FORM

### PERSONAL DETAILS

Position Name: \_\_\_\_\_

Title \_\_\_\_\_ Gender \_\_\_\_\_

Surname \_\_\_\_\_

Given Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you have a Working With Children Card? ☐ Yes ☐ No

### EDUCATION DETAILS

(Supply copies of any certificates and registrations held.)

TERTIARY QUALIFICATIONS	INSTITUTION	MAJOR AREAS OF STUDY	FINAL YEAR	COURSE LENGTH

OTHER RELEVANT QUALIFICATIONS	INSTITUTION	OTHER DETAILS	COURSE LENGTH

Please outline the days and times you are available to work.

Please outline any skills you have that may support you in this role.

Describe your interest in working in a school environment, including any interest working with children.

## EMPLOYMENT HISTORY

### Work Experience

EMPLOYER	TIME IN POSITION (mm/yyyy)	TIME FRACTION	RESPONSIBILITIES / DUTIES	POSITION/S OF RESPONSIBILITY
	to			
	to			
	to			
	to			
	to			

### OTHER RELEVANT WORK EXPERIENCE

### ADDITIONAL INFORMATION

Please outline your understanding of Christian education.

Which church are you affiliated with?

How frequently do you attend church?

Can you please share some background information about your involvement in a church community?

What does Jesus mean to you personally?

**APPLICATION FOR EMPLOYMENT**  
**Employment Collection Notice**

1. In applying for this position, you will be providing Northside Christian College ("the School") with personal information. We can be contacted by mail at 31 McLeans Road, Bundoora Vic 3083, or by e-mail at [ncc@nc.vic.edu.au](mailto:ncc@nc.vic.edu.au) or by telephone on (03) 94673499.
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 for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may 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. You may be required to provide the School with a criminal record check and a Working with Children Check. The School may also be required to collect personal information about you in accordance with Child Protection and other relevant laws.
6. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

**REFEREES**

Please provide details for 2 educational/professional referees in support of your application. If possible, at least one referee should be your current or last direct supervisor/line manager.

NAME	TITLE	TELEPHONE NO.
		BH: _____
		Mobile: _____
		BH: _____
		Mobile: _____

Please provide details for 2 personal referees (include a pastor/church contact) in support of your application.

NAME	TITLE	TELEPHONE NO.
		BH: _____
		Mobile: _____
Pastor / Church Contact		BH: _____
		Mobile: _____

I give approval for Northside Christian College to contact my professional referees prior to an interview being arranged? ☐ Yes ☐ No

I give approval for Northside Christian College to contact my Pastor referee prior to an interview being arranged? ☐ Yes ☐ No

I acknowledge having read the Employment Collection Notice and acknowledge that the information I have provided is true and correct. I understand that the College's selection process will involve a rigorous background check.

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Applicant Signature

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Date

Please forward all applications to:

Northside Christian College ATT:  
Mrs Sarah Dzolev  
31 McLeans Road  
Bundoora VIC 3083