

# *Employment Application Form*

## *Illawarra Christian School*



*Thank you for your interest in applying for a position at our school. Please complete all sections of this application form and return it either in hard copy to the Tongarra Campus address or email it to [ellerman.beth@ics.nsw.edu.au](mailto:ellerman.beth@ics.nsw.edu.au)*

*Other requirements to be included with your application are listed on the last page of this form.*

***All documentation needs to be certified.*** *It is important that you include written references including one from the minister of your church.*

Tongarra Campus  
234 Calderwood Road  
Albion Park NSW 2527  
(PO Box 80, Albion Park 2527)  
Ph: 4230 3700

Cordeaux Campus  
4 Tyalla Place  
Cordeaux Heights NSW 2526  
(PO Box 380, Unanderra 2526)  
Ph: 4239 5200

Business Centre  
234 Calderwood Road  
Albion Park NSW 2527  
(PO Box 80, Albion Park 2527)  
Ph: 4230 3777

**Position Applying For:**

**Type of Position:**


Teaching

Support Staff

Full Time

Part Time

Casual

**Personal Details**

Mr/Mrs/Miss

Christian Names:

Surname:

Address:

Telephone:

Mobile:

Email:

Place of Birth:

Are you of Aboriginal or Torres Strait Island background?

Yes

No

**Please provide details of one of the following:**

Australian or New Zealand passport number:

Australian Birth Certificate registration number:

Australian Citizenship Certificate number:

Passport number from a Country other than Australian or New Zealand with visa details "*holder(s) permitted to remain in Australia indefinitely*".

Please provide your current Working With Children Check number:

WWC

Expiry Date:

Have you been arrested/ convicted for any criminal act in the last five years? If yes, give details.

Yes

No

**Christian Background**

How long have you known Christ as Lord and Saviour?

Are you an active member of a local church?

Yes

No

In what capacities do you serve in your church?

**Christian Experience and Beliefs**

*(if necessary you can include these answers on a separate page).*

Please give a brief description of your Christian conversion and experience:

Which church are you attending?

How frequently do you attend?

Weekly

Fortnightly

Monthly

Minister's Name:

Minister's Address:

Minister's Phone No:

What is your definition of a Christian?

What are your views about the authority and historical accuracy of the Bible?

**Christian Experience and Beliefs**

How does being a Christian impact on your working life?

What is your motive in seeking a position in a Christian School?

What do you believe is the unique function of a Christian School?

Is there any further information regarding your Christian life that you would like to share?

**Please attach your C.V. with your application and include the following details:**

### Summary of Qualifications

1. Secondary Education
2. Tertiary Education – What degrees, diplomas or other professional qualifications do you hold? Include where you studied and the years conferred.
3. Full details of other relevant courses that you have completed (Include Bible College or Christian Education Courses)
4. Grades / Secondary subjects that you are qualified to teach
5. Copies of academic transcripts

### Employment History

**Please include all relevant employment history:**

1. Provide information of previous teaching positions
  - School(s)
  - Grades / Subject areas taught
  - Years taught
2. For all other relevant employment and experience, please provide:
  - Name of employer
  - Name of position
  - When you were employed there
3. Provide details of any skills or competencies (e.g. First Aid accreditation) that you possess.
4. Include areas of interest or hobbies where you have a special training or ability. (e.g. Art, Music, Debating, Computers)

### Accreditation

Are you a New Scheme Teacher?

Yes

No

Current Level of Accreditation?

Date when Accreditation is due to expire?

Accredited with?

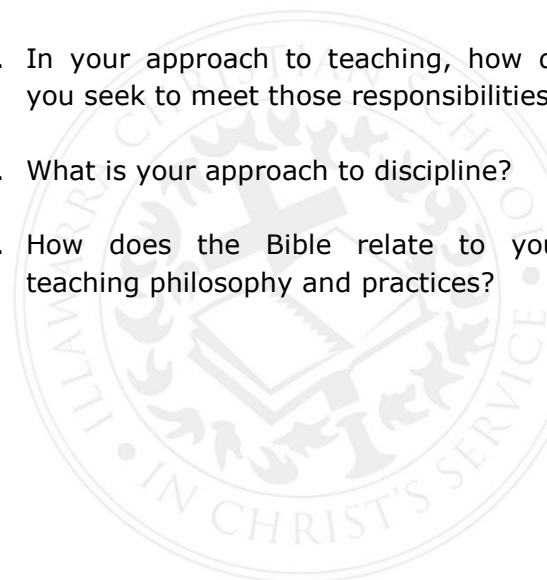
NSWIT (or equivalent) number?

### Teaching Approach

*(To be completed by teaching applicants only)*

**Please include answers to the following on a separate sheet of paper, with your application.**

1. What do you think are the teacher's key responsibilities?
2. In your approach to teaching, how do you seek to meet those responsibilities?
3. What is your approach to discipline?
4. How does the Bible relate to your teaching philosophy and practices?



**References**

List below people who can testify as to your character and professional ability and **attach a copy of at least one current written reference from each category.** A written reference from the Minister of the church that you are currently attending should be included and if possible, a reference from a Principal/Supervisor/Employer under whom you have worked recently. *(By signing this application form, you are authorising the school to make contact with your referees.)*

**Character References**

**1. Name**

Position

Address

Contact No

**2. Name**

Position

Address

Contact No

**Professional References**

**1. Name**

Position

Address

Contact No

**2. Name**

Position

Address

Contact No

**Disclosure: Pre-existing injury or illness**

Do you have any pre-existing illness or injury which may impact on your ability to safely perform the inherent requirements of the position (s) for which you have applied? (The inherent requirements of this position can be found in the job description.)

Yes

No

If the answer to the above question is "yes", the please disclose details of how the illness or injury might affect your ability to safely perform the role(s)

If required, do you consent to having a medical examination to determine your capacity to safely perform the inherent requirements of the position for which you have applied?

Yes

No

If successful in gaining employment as a teacher at Illawarra Christian School, do you agree to undertaking a course of studies from the National Institute of Christian Education [NICE] or an equivalent body within the first two years of employment?

Yes

No

**Statement of Faith**

*This Statement of Faith contains a summary of the Biblical principles by which the School operates. You will be asked to declare on the next page that you have read the Statement of Faith. You will also be asked to indicate whether you personally believe and accept the Statement of Faith and/or that you are willing for your child(ren) to be enrolled at the School knowing that the School holds to these principles.*

I believe that:

- There is one and only one God, who created me in his image to live in relationship with Him. The true nature and characteristics of God are revealed only in the Bible.
- I, along with all people, have sinned by turning away from God and have therefore brought his judgement upon me so that I am deserving of death and everlasting separation from God.
- God in his love sent His only Son, Jesus Christ, to live on this earth as a man and to suffer the punishment that I deserve, though He was without sin, by laying down his life for me on the cross. I receive full and free pardon by believing in Him, and not by doing good works.
- Jesus rose again on the third day, ascended to heaven and is now seated at the right hand of God the Father, as ruler of all creation and head of his church of which I am part.
- The risen Jesus has sent his Holy Spirit to me to equip me, to lead me in all truth and to renew me in His likeness until He returns.
- This Jesus will return again in power to judge all people, living and dead, and to receive me to Himself so that I may live forever with him in heaven.
- The Bible is God’s infallible word and is in all things the supreme standard by which my life is to be judged and lived in glad submission.

**Statement of Marriage**

I believe in the Biblical basis of marriage being the union of one man and one woman having given of themselves to each other in a Christian marriage ceremony.

Are there any areas of disagreement with the Aims or the Statement of Faith or our Statement on Christian Marriage?

Yes  No

If Yes, please give details.

**General**

Do you agree with the Education Creed of our

Association?  Yes  No

(Please see the "Employment" page of our school web site to read about our creed.

Are there any other issues that you would like to raise that may impact or influence this application?

Yes  No

If Yes, please give details.

---



---



---

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*By signing this application you are agreeing with our Statement of Faith, Statement of Christian Marriage and confirming that all answers provided in this application are true and correct.*

**Please enclose the following items with your application:**

- Completed Application Form
- I have submitted a Working With Children Check request and have included my Check number in this application form.   
*All people seeking employment that involves direct contact with children where that contact is not directly supervised must declare to their prospective employer whether or not they are a prohibited person.*
- Curriculum Vitae
- Proof of Identity (Certified true copy)
- Copies of diplomas and certificates. **(Certified true copies)**
- At least three written references, one of which must be from the Minister of the Church you attend. **(Certified true copies)**
- Copy of current NSW Institute of Teachers card / Copy of certificate to show current level of accreditation / Statement of Eligibility **(Certified true copy)**
- *(Certified true copies: Originals must be sighted by a Justice of the Peace and certified as true copies)*

**Applications may be submitted****in hard copy to:**

The Operations Manager  
 Illawarra Christian School Business Centre  
 P O Box 80  
 Albion Park NSW 2527

**Or electronically to:** [ellerman.beth@ics.nsw.edu.au](mailto:ellerman.beth@ics.nsw.edu.au)

**Please note:**

1. *All documents in electronic submission must also show that they have been certified by a Justice of the Peace.*
2. *Applications (either hard copy or electronic copy) will not be accepted if they are not received by 12 noon on the closing date as advertised.*
3. *Applications will not be accepted if they are not complete.*
4. *If requested to attend an interview, you will be required to bring originals of any documents submitted with your application.*
5. *Only one application is necessary if applying for positions at both campuses.*