



# COVENANT COLLEGE

## Employment Application Form Non-Teaching Staff

Thank-you for your interest in joining our vibrant Christ-Centred community at Covenant College.

The following documentation needs to be submitted with this completed Employment Application Form:

- Cover letter to the Principal
  - Your Resume/CV
  - Pastoral reference
  - Key Selection Criteria responses (1-2 pages only) \*
- \*if listed in job advertisement/job description

Please attach / include other relevant documentation as required.

Please email all completed documents to: [hr@covenant.vic.edu.au](mailto:hr@covenant.vic.edu.au)

Name:	
Position applying for:	
Date of application	

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Covenant College manages its information in accordance with its Privacy Policy that can found on the College's website

## PERSONAL DETAILS

<b>Name:</b>	
<b>Title:</b>	
<b>Date of Birth (optional):</b>	
<b>Address:</b>	
<b>Email Address:</b>	
<b>Contact Number:</b>	
<b>Working with Children Check # :</b>	

Are you an Australian Resident?                      Yes                      No

Are you currently in Australia on a temporary VISA?    Yes                      No    If YES, please advise VISA #   

Are you Aboriginal or Torres Strait Islander?                      Yes                      No

Do you hold current First Aid Qualifications?                      Yes                      No

If yes, please advise date attained:                     

Do you hold a current CPR qualification?                      Yes                      No

If yes, please advise date attained?                     

## EDUCATIONAL QUALIFICATIONS

Please list any degrees, diplomas or other professional qualifications you have:

Qualification	Name of Institution	Year Conferred

Please list below any other qualifications you have, including Bible College, Christian Education courses or shorter courses in specific skills areas.

Course Name	Provider

## EMPLOYMENT DETAILS

Please give details of your previous employment:

Year/s	School/Employer	Position held	Reason for Leaving

## SIGNIFICANT CAREER ACHIEVEMENT/S

Please outline any key achievements in your previous employment/s.

## Special Interests *(Optional)*

Please detail any areas of value to a school in which you have skills, experience or interest (e.g. instrumental music, choir, public speaking, debating, photography, drama etc.).

## CHURCH AND COMMUNITY

Name the church/fellowship you are presently attending?

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

Do you hold membership in your present church/fellowship?

How frequently do you attend church/fellowship?

Please visit our website and read our **Vision Statement, History & Philosophy and our 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.

## GENERAL

Please give details of recreational activities and social or community interests:

How did this vacancy come to your attention?

(current Covenant employee referral, Seek, Covenant College Website, Christian Jobs Australia)

Please describe what influenced you to consider service in a Christian school?

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

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

## REFEREES

Please provide contact details of at least three people who would be able to attest to your work experience and character, and would be able to attest to your ability to work in a school.

### Professional Referee # 1

Name:	
Referee's position:	
Organisation	
Email Address:	
Contact Number:	

### Professional Referee # 2

Name:	
Referee's position:	
Organisation	
Email Address:	
Contact Number:	

### Pastoral Referee

*Please provide a written Pastoral reference with this application*

Name:	
Referee's position:	
Church Name	
Email Address:	
Contact 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 do not have any outstanding matters against me pending before a court
- 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 will support the distinctive Christian education and ethos of Covenant College as expressed In the Biblical Basis and Educational Mandate

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **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 or by email [hr@covenant.vic.edu.au](mailto:hr@covenant.vic.edu.au).
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 for Kindergarten Assistant staff.
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.