

## Application for Employment

Non-teaching staff application  
Please complete all sections of this application

Name of Applicant:	
Date application completed:	

### What position you are applying for?

Position title:	
Work type:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time ( __ days per week) <input type="checkbox"/> Casual

Intakes may take place in 2023 and/or 2024

#### Privacy Policy — Employment Information Collection Notice

1. In applying for an employment position, you will be providing the CCM and the College with personal information. Current contact details are on the employment application form and available from the CCM and College websites.
2. If you provide personal information with your application (for example, your name and address or information contained on your CV or resume), we will collect the information in order to assess your application for employment. This assessment may include sharing your personal information within Christian Community Ministries central office and other Colleges. We may keep your personal information on file if your application is unsuccessful in case another position becomes available.
3. The College'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 your personal information to a third party without your consent. If you provide contact details of a third party (such as a referee) as part of your application, you consent to CCM or the College contacting that third party and disclosing personal information as part of assessing your application for employment.
5. We may be required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an apprehended violence order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. CCM and the College 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 CCM and the College and why, that they can access that information if they wish, and that CCM or the College does not usually disclose the information to third parties.

## Section 1: PERSONAL INFORMATION

**How did you hear about this position?**

--

### Personal Particulars

Name			
Address			
Email			
Telephone		Best time to call:	

### Citizenship

Australian     Other (please specify):

*If not an Australian citizen, provide a copy of your passport or Visa to prove eligibility to work in Australia.*

### Employment History

Current (or most recent) Employment

Position Title			
Name of Employer			
Years from/to		FTE	

### Previous Employment

<i>Name of Employer</i>	<i>Position Title</i>	<i>Year from</i>	<i>Year to</i>

Have you ever previously been employed at a CCM College? Y / N

### Other qualifications

*Detail other qualifications which go beyond those mentioned in Education. e.g. Professional development courses, special qualifications, professional memberships, etc*

--

Working with Children Card No:

Expiry date:

Paid    Volunteer



## Section 2: REFEREES

At least one referee is required for each of the categories below:

Professional Referees	
Name	Details — role and contact information

Personal Referees	
Name	Details — role and contact information

Church Referees	
Name	Details — role and contact information

*In forwarding the names of referees, you are acknowledging that Christian Community Ministries only holds personal information for the purpose of the job application. You acknowledge that we will do any relevant reference checks and obtain relevant information from past employers and/or other parties you provide particulars for. This will be done in an ethical and legal manner.*

## Section 3: SKILLS/COMPETENCIES

Please comment in each of the categories below by describing your own performance in each area.

### **Organisation and Administrative Skills**

Describe your organisational skills, your ability to prioritise and to meet schedules and deadlines.

### **Interpersonal Skills**

Describe your ability to work with others at all levels within an organisation.

### **Demonstrated high level communication skills**

Please comment on your written and oral communication skills.

**Attention to detail**

Describe what processes you follow to ensure attention to detail.

**Additional Comments**

Outline any additional details relevant to the position such as:

- *personal strengths*
- *special interests*
- *areas of relevant experience*

## Section 4: CHRISTIAN FAITH

Please comment in each of the categories following.

### Christian Faith 1

Comment on what role the Spirit of God plays in your life. Provide some information about your personal faith.

### Christian Faith 2

What is your understanding of the Christian world view and the gospel?

## Section 5: INHERENT REQUIREMENTS

Christian Community Ministries has a deliberate and purposeful role in providing Christian education which models Christian living principles to students. This involves having a heart for the mission of our schools as well as having a lifestyle which promotes virtuous Christian living principles.

### Lifestyle Requirement

It is a genuine occupational requirement (subject to the provisions of relevant anti-discrimination legislation) of Christian Community Ministries that, consistent with the Act, staff members must not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of the Christian Community Ministries. Nothing in their deliberate conduct should be incompatible with the intrinsic character of their position, especially, but not only, in relation to the expression of human sexuality through heterosexual, monogamous relationships, expressed intimately through marriage.”

Comment on your ability and willingness to demonstrate compliance with this requirement.

I agree to abide by this requirement

### Church Requirement

The [Christian Community Ministries School Enterprise Agreement 2024](#) includes provision that “Staff are required to regularly and frequently attend a Christian church and to regularly and frequently support relevant Staff Devotions and Staff Worship Services.”

Comment on your ability and willingness to demonstrate compliance with this requirement.

I agree to abide by this requirement

Which church do you regularly attend?



## Section 6: UNDERTAKING

I understand that in providing this employment application I agree to the following:

1. That the information contained in this application is true, and that should I be successful for the position, my appointment would be on the basis that the information contained in my application is correct and true.
2. To support the CCM Statement of Faith in every way and will uphold its principles to the students and other members of our college community ([www.ccmschools.edu.au/statement-of-faith](http://www.ccmschools.edu.au/statement-of-faith)).
3. I am able to fully satisfy the two requirements outlined in Section 5 of this application.

I declare\* that:

1. I have never been in breach of another organisation's child/vulnerable persons protection policy or code of conduct.
2. I have never had concerns raised about my behaviour or conduct towards children or vulnerable persons.
3. I have never been subject to an investigation, or convicted of a criminal offence, relating to abuse or inappropriate behaviour.
4. if offered employment, I will comply with CCM policies regarding child safety and child protection as well as requirements of the staff code of conduct (including investigation and disciplinary procedures).

*\* If you are not able to fully affirm/declare these statements, please contact the Human Resources Manager to discuss and consider options to progress your application.*

Applicant signature	
Date	

To submit your application, please forward the documents listed below to: [hr@dcc.wa.edu.au](mailto:hr@dcc.wa.edu.au)

1. Covering letter
2. Completed application form [this form]
3. Concise resume or curriculum vitae
4. Supporting documentation:
  - a. academic transcript and copy of qualifications
  - b. copy of birth certificate or passport identification page