

TEACHER APPLICATION FORM

Date: _____ **Position applied for:** _____

Position Type: Full-time Part-time Casual/Relief Indicate availability: M T W Th F

How did you hear about this vacancy? West Australian College Website Seek College Newsletter Community News Friend

PERSONAL DETAILS

Surname: _____ **First Name:** _____

Address: _____ **Postcode:** _____

Email: _____ **Contact no:** _____

Please list all other names by which you have been known:

The following information is being sought to assess your ability to perform the essential duties of the position:

Have you ever had any disability, serious illness or disease which might prohibit you from performing safely the duties required of the position? Yes No

If Yes, please give details:

Have you ever claimed worker's compensation for injuries which might have any effect on your ability to perform safely the duties required of the position? Yes No

If Yes, please give details:

Important Notice: Section 79 of the Workers' Compensation and Rehabilitation Act 1981 states:

Where it is proved that the worker has, at the time of seeking or entering employment in respect of which he claims compensation for a disability, wilfully and falsely represented himself as not having previously suffered from the disability a dispute resolution body may in its discretion refuse to award compensation which otherwise would be payable.

EMPLOYMENT CLEARANCE CHECK

Working With Children Check Card details: **Card No:** _____ **Expiry:** _____

Have you ever been convicted of any criminal offence? Yes No

Have you ever been convicted of a criminal offence relating to:

- (a) offenses against morality involving a victim under 18 years of age
- (b) homicide, suicide, concealment of birth
- (c) offenses endangering life or health
- (d) sexual offenses involving a victim under 18 years of age
- (e) offenses against liberty
- (f) child stealing
- (g) desertion of children

which has spent or lapsed? Yes No

If Yes, please provide documentation

Are you registered to teach in Western Australia? Yes No

TRBWA Member no: _____ **Category:** _____ **Expiry date:** _____

Please provide certified copies of documents proving you are entitled to work in Australia, e.g. Australian or New Zealand Passport; Citizenship Certificate; Australian Birth Certificate; Permanent Residence Visa; Temporary visa with work entitlement.

TERTIARY QUALIFICATIONS & TRAINING

Please list your degrees, diplomas or other professional qualifications

Degree/Diploma etc.	Name of Institution	Date commenced	Full-time / Part-time	Date Completed	Date Conferred

Please state the total number of years of accredited training completed:

What were your fields of study? Major fields:

Minor fields:

What subjects are you qualified to teach and to what levels:

Special qualifications: Bushwalking Cadets Choir Debating Electronics First Aid Graphic Design
 IT Musical instrument Photography Phys Ed Publications Speech/Drama

Current studies including course details:

What courses in Christian Education have you completed or recently commenced?

Indicate experience in any of the following:

Christian Education; SCSA Curriculum; Remedial Teaching; Extension (gifted & talented) programs:

EMPLOYMENT DETAILS

Please provide details of employment as a qualified teacher

Dates	Education Institution name & Position held	Length of service	FTE	Reason for termination

Total number of full time equivalent years teaching experience in a school environment:

Years

CHRISTIAN BACKGROUND AND BELIEF

Give your definition of a Christian:

Are you an active member of a local church? Yes No

If Yes, how long have you attended?

Name the church you currently attend:

Minister's name:

Minister's contact details:

In what capacities do you serve in your church?

Give a brief account of your Christian life and experience and how and when you became a Christian:

Give your views on the inspiration and authority of the Bible:

PROFESSIONAL TEACHING REFEREES

Please include a Principal or teacher supervisor

Name	Position	Contact number	Email address

CHARACTER REFEREES

⌘ Please include a letter of reference from your Church pastor or person of authority in your church

Name	Position	Contact number	Email address

DECLARATION

Please see essential reading on the College website at <http://www.kingsway.wa.edu.au/employment> and initial against each statement below before signing and dating this Application Form.

I declare the above Statement of Application to be true and: *(Please initial each statement)*

- (i) Initial I have studied the Christian Beliefs set down within the Kingsway Christian College Mission, Vision and Values Statement and declare that I accept, unequivocally hold to, and believe them (in the direct and literal sense).
- (ii) Initial I have reviewed and understand the requirements of Membership of the Association (of which I must qualify) and declare that I fulfil, and will abide by, all aspects.
- (iii) Initial I enthusiastically support, endorse and promote the principle of Christian Education as expounded in the Association's Mission Statement.
- (iv) Initial I have read and agree with the Employment Collection Statement below.

Name:

Date:

Signature:

APPLICATION INSTRUCTIONS

Please ensure all items on this checklist have been completed and are included in your application

- ✓APPLICATION CHECKLIST:
- Cover Letter with responses to Position Selection Criteria
 - Pastor's reference
 - Evidence of eligibility to work in Australia
 - CV

If your application is successful, you will be required to provide:

- TRBWA Registration Letter
- Copy of WWCC Card
- National Police History Check
- Copies of qualifications (certified if possible)
- Statements of employment

☒ Please email all application submission documents to HR@kcc.wa.edu.au or mail to the attention of the Human Resources Manager, Kingsway Christian College, 157 Kingsway, DARCH, WA, 6065.

EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing the Kingsway Christian Education Association Inc. (KCEA) (Association) with personal information. We can be contacted at 157 Kingsway, Darch 6065 Western Australia, or at email address Kingsway@kcc.wa.edu.au or at (08) 9302 8777. The Association is the governing body of Kingsway Christian College.
 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.
 3. You agree that we may store this information for a reasonable period of time even if your application is unsuccessful, in case another suitable position becomes available.
 4. The College's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP's) or how you may seek access to personal information collected about you. However, there will be occasions when access is denied. Such occasions would include where access has an unreasonable impact on the privacy of others.
 5. We usually disclose the kind of information referred to in Clause 4. above, to the following types of organizations: government agencies, peak bodies, banks, etc.
 6. We are required to conduct a criminal record check and/or collect information regarding whether you are or have been the subject of certain criminal offences under child protection laws in place from time to time. We may also collect personal information about you in accordance with these laws.
 7. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside of Australia.
 8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing information to the Association and why, that they can access the information if they wish, that the College does not usually disclose the information to third parties, and that we may store their information for a reasonable period of time.
- Updated 01/08/2024