



**APPLICATION FORM**

Date:.....

Position for which you are applying: .....

How were you informed of the above position: .....

**SECTION A  
PERSONAL DETAILS**

Mr Mrs Miss Dr (circle whichever is applicable)

NAME: .....  
Surname (BLOCK letters please) Christian Names

ADDRESS: .....  
..... P/Code: .....

TELEPHONE NO. (Private) ..... (Business) .....

MARITAL STATUS: ..... FAMILY: .....

DATE OF BIRTH: ..... EMAIL: .....

**Checklist**

I have included the following with this application (✓ as appropriate) or not (as applicable)

- Covering letter of introduction
- Curriculum Vitae / Resume
- Copies of any relevant degrees, diplomas or qualifications
- Completed Application Form
- Working With Children Check  
(This may not be available but please note this will be required as a 'condition of employment')



**SECTION B**  
**PROFESSIONAL TRAINING**

**1. Secondary Schooling**

Give details of your final year of secondary schooling:

(a) Name of School: .....

(b) Year Completed .....

**2. Further Qualifications**

Please list any further qualifications. i.e. university degrees, diplomas or other professional qualifications.

Degree / Diploma Conferred	Name of Institute / School / University	Date Awarded

**3. Training and Short Courses**

Please tell us about any training you have received or courses you have undertaken which did not lead to a qualification but which you feel are relevant to the position advertised.

Training Course	Date Completed



**4. Professional Memberships**

Please list any professional memberships and qualifications.

Awarding Body	Qualification / Membership Status	Date Awarded

5. Courses currently being attempted. ....

.....

6. Do you have any other qualifications e.g. First Aid, Life Saving, Music, Art etc...

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7. Do you have a Working With Children Card? .....

8. Previous Employment (If not included in your CV)

Period of Employment	Position	Name of Employer	Reason for Leaving



**SECTION C**  
**CURRENT COMMUNITY INVOLVEMENT**

9. Regular Church membership: .....

10. Details of your involvement in Church activities: .....

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11. Other community involvement: .....

**SECTION D**  
**GENERAL**

12. Please comment on the position description enclosed.

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13. What is your understanding and experience of Christian education?

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14. What are your reasons for seeking a position at Kerang Christian College?

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15. List your main strengths/attributes

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16. List your main weaknesses

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.....

17. Please complete the following self-assessment. Please tick appropriate column.

	Excellent	Very Good	Adequate	Needs Attention
1. Forward Planning				
2. Self-discipline				
3. Flexibility				
4. Creativity				
5. Punctuality				
6. Self-confidence				
7. Health & Fitness				
8. Teamwork				
9. Support for Christian Education				
10. Willingness to work hard				

18. Give the names of two professional, one personal and one pastoral referee who may be contacted by telephone to discuss any matters relating to an appointment.

- (i) .....
- (ii) .....
- (iii) .....
- (iv) .....



**KERANG**  
Christian College

#### **PRIVACY STATEMENT**

1. In applying for this position, you will be providing Kerang Christian College with personal information. We can be contacted at 98 Wyndham Street, Kerang on (03) 5450 3894 or by email [admin@kccs.vic.edu.au](mailto:admin@kccs.vic.edu.au)
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect information in order to assess your application.
3. You agree that we may store this information for one year.
4. 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.
5. We will not disclose this information to a third party without your consent.
6. We are required to collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection Law.