



**NON-TEACHING 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: .....

**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.**

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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. Do you have a National Police Check ?.....

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

Period of Employment	Position	Name of Employer	Reason for Leaving

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

10. Regular Church membership:

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11. Details of your involvement in Church activities:

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12. Other community involvement:

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**SECTION D**  
**GENERAL**

13. Please comment on the position description enclosed.

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

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

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16. List your main strengths/attributes

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17. List your main weaknesses

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**REFEREES**

Please provide the names of two professional and two personal referees who may be contacted by telephone to discuss any matters relating to your application or an appointment.

Name	Title	Contact Details
		BH: ..... Mobile: .....

Do you give approval for staff of Kerang Christian College to contact your referees prior to an interview being arranged?  Yes  No

**CHECKLIST**

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

- Covering letter of introduction [L] [SEP]
- Curriculum Vitae / Resume [L] [SEP]
- Copies of any relevant degrees, diplomas or qualifications [L] [SEP]
- Completed Application Form [L] [SEP]
- Copy of Working with Children’s Check / National Police Check
- Signed application on the last page



**APPLICATION FOR EMPLOYMENT**  
**Employment Collection Notice**

1. In applying for this position you will be providing Kerang Christian College (“the School”) with personal information. We can be contacted by mail at 98 Wyndham Street, Kerang VIC 3579, or by e-mail at admin@kccs.vic.edu.au, or by telephone on (03) 5450 3894.
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 for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The School'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 this information to a third party without your consent.
5. You may be required to provide the School with a criminal record check and a Working With Children Check. The School may also be required to collect personal information about you in accordance with Child Protection and other relevant laws.
6. The School 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 the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

**CHILD SAFETY**

Kerang Christian College has a zero tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires Kerang Christian College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment.

The Board, Leadership Team, staff, volunteers and contractors at Kerang Christian College are required to abide by the College's Child Safety Code of Conduct. Furthermore, all the above must comply with Kerang Christian College's Child Safety Policy (Policy No. 54) and related policies and procedures upholding the overarching principles and values set out, conducting themselves in accordance with the commitments to take all reasonable steps to promote the safety of children.

I acknowledge having read the Employment Collection Notice and acknowledge that the information I have provided is true and correct.

**APPLICANT’S SIGNATURE:** ..... **DATE:** .....