



# Orange Christian School

## Prep to Year 12

*VISION: To raise up effective leaders of godly character who will blend academic achievement and biblical truth, to influence society for the glory of God*

## Employment Application Form

### Mandatory Requirements

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Please return this form together with:

- Cover letter addressing requirements for the position
- Your resume
- Working With Children Check number
- Certified copies of relevant qualifications/ academic transcripts
- Any other supporting documentation
- NESA Teacher number + accreditation status (Teachers Only)

Statement of Service (required prior to employment offer - teacher's only)

Applicant's Name: .....

Position applied for: .....

- Full-time
- Part-time
- Casual

Thank you for your interest in applying for a position with Orange Christian School.

Please forward your completed Application + supporting documents to Jaimie Honeysett, Office Manager. **Email:** [ocs@ocs.nsw.edu.au](mailto:ocs@ocs.nsw.edu.au)

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The Principal, Mr Yooie Choi

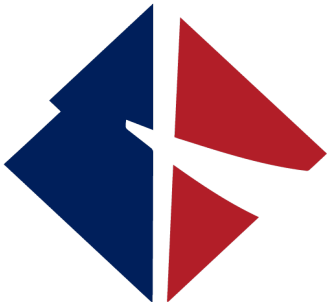
**Orange Christian Schools Ltd** 500 Cecil Road ORANGE NSW 2800

**Ph:** 02 6362 7258 **Fax:** 02 6362 7441 **email:** [ocs@ocs.nsw.edu.au](mailto:ocs@ocs.nsw.edu.au)

[www.ocs.nsw.edu.au](http://www.ocs.nsw.edu.au) A.C.N. 002 302 776 A.B.N. 50 002 302 776

Orange Christian School

Teaching Children - Growing Leaders



Please complete in BLOCK LETTERS

Questions marked with an asterisk (\*) are optional

<b>Title</b>	<input type="text"/>	<b>*Country of birth</b>	<input type="text"/>
<b>Surname</b>	<input type="text"/>	<b>*Nationality</b>	<input type="text"/>
<b>Given name/s</b>	<input type="text"/>	<b>*Aboriginality</b>	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both Aboriginal and Torres Strait Islander <input type="checkbox"/> None
<b>Teachers only – NESA number</b>	<input type="text"/>		
<b>Date of birth</b>	<input type="text"/>		
	<small>Required for verification of WWCC</small>		
<b>*Gender</b>	<input type="text"/>	<b>*Marital status</b>	<input type="text"/>
<b>*Children</b>	<input type="text" value="If you are considering enrolling your children at the school, into which year/s would they be enrolled?"/>		

<b>Street Address</b>	<input type="text"/>		
<b>Suburb</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>State</b>	<input type="text"/>	<b>Postal Address, if different</b>	
<b>Phone</b>	<input type="text"/>	<input type="text"/>	
<b>Mobile</b>	<input type="text"/>		
<b>Email</b>	<input type="text"/>		

**CHILD SAFETY REQUIREMENTS** Please note: It is an offence under the *Child Protection (Working with Children) Act 2012 (NSW)* for a prohibited person to engage in 'child-related work'. All applicants are required to supply their Working With Children Check number for verification by the school prior to commencing work. Further details: [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

**WWCC No.**

**Expiry Date**

**Have you ever been the subject of an allegation or investigated for child protection issues such as reportable conduct and/or crossing professional boundaries? If yes, please attach a separate document with all the details\***

Yes

No

**CHRISTIAN FAITH AND EXPERIENCE**

Church you attend: .....

How long have you attended: ..... Name of Pastor/Minister: .....

Outline your past and current involvement in church and/or Christian ministry:

Describe your habits regarding prayer and Bible study:

Please state, in a few words, your view of Scripture:

What is your motivation for working in a Christian School?

## CHRISTIAN FAITH AND EXPERIENCE

### *Additional Questions for Teaching Applicants Only*

Describe your approach to blending academic content with Biblical truth:

Describe your approach to creating a productive and effective classroom environment:

What values do you seek to model as a teacher?

Outline your experience in curriculum development:

## PERSONAL INFORMATION

### HEALTH INFORMATION

Do you have any pre-existing injury or health condition that may impact upon your ability to safely perform the inherent requirements of this position? Yes  No

If yes, please provide details:

Applicants who have a health condition are invited to discuss its relevance or otherwise to their prospects for employment.

### CONVICTIONS

Do you have any current convictions for any offences from any court, or are you currently the subject of any charge pending before any court? You do not need to give details of any conviction which you have had declared spent (Spent Convictions Act 1988) Yes  No

If yes, please provide details:

You will be given the opportunity to discuss the matter if it is considered relevant to an appointment decision.

### OTHER MATTERS

Are there any other facts, limitations or issues of which the school should be aware?

## QUALIFICATIONS

Please attach certified copies of your qualifications to this application.

YEAR	QUALIFICATION	SPECIALISATION	INSTITUTION

## EMPLOYMENT HISTORY

Please provide a brief description of relevant employment history

YEAR	EMPLOYER	POSITION & DUTIES

Please attach details of further training or skills that may be relevant to your application

Are you a member of any Professional Associations?    Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list:
Skills/ competencies that you possess e.g. First Aid Certificate
Interests/ hobbies where you have special training or ability e.g. music
Community or service groups you are involved with

## REFEREES

Please include details for at least one referee for each category below.

Be aware that in processing your application the school shall contact your referees, including your immediate past employer in regard to any outstanding child protection or disciplinary matters.

### Character Referees (Friend or Colleague):

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

### Professional Referees (Principal [this is a requirement for teaching staff], Supervisor or Employer):

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

### Pastoral Referees:

1. Name:	Position:
Workplace name & address:	Daytime contact number:
2. Name:	Position:
Workplace name & address:	Daytime contact number:

**STATEMENT OF FAITH**

**We believe:**

1. That the bible alone is the inspired Word of God and the final authority for Christian belief and conduct.
2. There is one God, eternally existent in three persons, Father, Son and Holy Spirit, as sovereign Creator and Ruler of the universe.
3. In the Deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father and His personal return in power and glory.
4. In the actual existence of Satan who is the father of all evil and opposed to God, ultimately subject to the purposes of God and destined to be confined forever in hell.
5. Man by nature is sinful and salvation is obtained by faith in Jesus Christ alone and His atoning works.
6. New birth (regeneration) by the Holy Spirit is absolutely essential for salvation.
7. The Church, the indivisible body of Christ, bound together by the Holy Spirit consists only of those who are born again.
8. In the resurrection of the saved unto everlasting life and blessedness in Heaven and the resurrection of the unsaved into everlasting punishment.
9. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly obedient life and in the bestowing of the gifts of the Spirit and the manifesting of the fruit of the Spirit in the life of the believer.
10. In Christ's great commission to the church to go into all the world and preach the gospel to every creature baptising those who believe.
11. God commanded us to love one another as Christ loved us.

**DECLARATION**

I declare that the information I have provided in this application is true in all respects. I acknowledge that any statement that is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

I understand that if I am the preferred candidate for this position, screening processes shall be carried out to ascertain my suitability. I consent for such checks to be completed.

I believe in, and fully support, the Association's Statement of Faith (above), as well as school policies and educational goals.

I have read, understand and agree to the Privacy Collection Notice (below)

Applicant's Name (print): ..... Date: .....

Signature.....

- In the event that my application is not successful, I agree to the school keeping it on file for up to six (6) months, should another position become available
- I DO NOT agree to the school keeping my application on file

**PRIVACY STATEMENT**

Orange Christian School is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used for the purpose of assessing your application and, if successful, for administering your employment at the school. The information will be stored securely. For more information, see the school's Privacy Policy, and Standard Collection Notice, available on the school's website. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, please contact the school.



## PRIVACY COLLECTION NOTICE - EMPLOYMENT



1. In applying for this position you will be providing Orange Christian School with personal information, including sensitive information, through its process of recruiting and employing staff members. Information is collected through: the job application, the interview process, reference checks made by the school and information provided with acceptance of employment by the successful applicant.
2. This information is required to assess the suitability of applicants for the job; to fulfil the legal and regulatory obligations upon the school; and to enable the school to discharge its duty of care to enrolled students. E.g. verification of Working With Children Check.
3. If you accept an offer of employment, we will ask you to provide us with information about your health. This information is collected to help the school in its duty of care to you, and if relevant our students. We recognise this is sensitive personal information.
4. The school may keep your recruitment record on file for up to six (6) months, in the case of unsuccessful applications and unsolicited applications, in the event of another position opening; unless you advise the school that you do not consent to the school keeping your information.
5. The personal information collected about you will be stored securely. Employee files are maintained confidentially in the school; and are exempt from the Australian Privacy Principles under the Privacy Act 1988.
6. Orange Christian School has CCTV cameras installed on the school grounds in the following locations:
  - Site entry and exit points;
  - Carpark (along Cecil Road)
  - Playgrounds;
  - Ovals;
  - Hall (internal and external);
  - The Learning Hub (internal and external);
  - Outside bathroom facilities;
  - Reception area (internal);
  - School vehicles.

The regulation of the installation and use of the CCTV cameras and footage is outlined in the School's Surveillance Policy. The surveillance will be continuous and ongoing.
7. The school may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
  - Government department
  - People providing administrative and financial services to the school
  - Anyone you authorize the school to disclose information to
  - Anyone to whom the school is required or authorized to disclose the information to by law, including under child protection laws
8. Failure to provide the information requested by the school will affect our ability to evaluate your application and may result in the recruitment process not proceeding.
9. Employees at OCS are required to tell us of any changes to their personal information.
10. The school may use cloud computing service providers to store personal information (which may include sensitive information). These servers may be located in or outside Australia. This means that personal information may be stored or processed outside Australia.
11. The School's Privacy Policy contains further information about:
  - how the school handles the personal information it holds

- storage of personal information in 'cloud' computing providers
  - how to complain if you feel there has been a breach of the Australian Privacy Principles
  - how to correct, or seek access to, personal information held about you.
12. Application to access your personal information may be denied in circumstances which may impact on the privacy of others. The school shall advise of these reasons and possible alternative arrangements.
  13. If you provide the school with the personal information of others, e.g. referees, medical practitioner or next of kin, 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. Refer them to the school's Privacy Policy.
  14. The school's Privacy Policy is available on its website ([www.ocs.nsw.edu.au](http://www.ocs.nsw.edu.au)), or from the school. We can be contacted at: 500 Cecil Road, Orange, 2800; or by phone: (02) 6362 7258