



# APPLICATION FOR EMPLOYMENT

**Employment Position:** \_\_\_\_\_

This form is an Application for Employment only and does not constitute an offer of employment. Applications will be processed according to the Sherwood Hills Christian School Hiring Process. If your application is successful, a formal letter of offer will be sent to you. To accept the offer, please meet with the Headmaster to finalize your employment.

**PLEASE PRINT CLEARLY IN BLOCK LETTERS. ALL SECTIONS MUST BE COMPLETED.**

## 1. PERSONAL DETAILS

*Office Use Only – STAFF ID NO.:* \_\_\_\_\_

The information requested on this form is required by the school and various Government and Education bodies. All information provided will be treated as confidential.

SURNAME: \_\_\_\_\_ GIVEN NAME/S: \_\_\_\_\_

PREFERRED NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ GENDER: M / F

COUNTRY OF BIRTH: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Are you an Australian resident (please circle)? YES / NO

Please provide residency status/visa details: \_\_\_\_\_

Do you speak a language other than English at home? YES / NO Language: \_\_\_\_\_

Past Student at SHCS? YES / NO If yes, what years were you enrolled? \_\_\_\_\_

Have you ever been convicted of any criminal act? YES / NO If yes, please provide details: \_\_\_\_\_

*Please provide Emergency Contact Details below:*

Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Relationship to Applicant (e.g. relative, friend): \_\_\_\_\_

### **Details required for Employment:**

Tax File Number: \_\_\_\_\_

Drivers Licence Number: \_\_\_\_\_ Class of Licence: \_\_\_\_\_

Do you have a current First Aid Certificate? YES / NO *If yes, please provide evidence of certification.*

Working with Children (WWC) Number: \_\_\_\_\_

Unique Student Identifier (USI): \_\_\_\_\_

NESA Number (Teachers only): \_\_\_\_\_



## 2. FAMILY PROFILE

### RELATIONSHIP STATUS:

Single     Married     Defacto     Separated     Divorced     Widowed     Other \_\_\_\_\_

If married, please provide spouse's name: \_\_\_\_\_

If applicable, please provide your child/children's names and birthdates: \_\_\_\_\_

Are there any custodial or legal arrangements of which the school should be aware?                      YES / NO

Are there any apprehended domestic violence orders of which the school should be aware?    YES / NO

*(please provide detail and copies of any Court Orders)*

## 3. MEDICAL INFORMATION

Please provide general state of health: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide details of any chronic physical or medical conditions, allergies or dietary requirements (e.g. asthma, diabetes): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If applicable, please provide information on any medication or treatment to any medical conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Please attach copies of any relevant medical reports or personal documentation mentioned above.***

## 4. CHRISTIAN BACKGROUND

How long have you known Christ as your Lord and Saviour? \_\_\_\_\_

What is your denominational preference? \_\_\_\_\_

Are you an active member of your local church?                      YES    /    NO

Name of Church: \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

If applicable, what capacities have you served the church? \_\_\_\_\_

\_\_\_\_\_



**Please provide your beliefs and position on the following for the operation of a Christian School:**

Drug use, including alcohol, tobacco & marijuana, etc.: \_\_\_\_\_  
\_\_\_\_\_

The Biblical view of homosexuality and gender diversity: \_\_\_\_\_  
\_\_\_\_\_

Your personal view of homosexuality and gender diversity: \_\_\_\_\_  
\_\_\_\_\_

Dress and Behaviour Policies: \_\_\_\_\_  
\_\_\_\_\_

Music, Literature and the Arts: \_\_\_\_\_  
\_\_\_\_\_

What do you believe is the unique function of a Christian School? \_\_\_\_\_  
\_\_\_\_\_

What is your motive in seeking a position in a Christian School? \_\_\_\_\_  
\_\_\_\_\_

How does your Christian faith influence the way you approach your teaching/administrative tasks (*please give examples from your previous work experiences, including subject and year level for teaching applicants*)? \_\_\_\_\_  
\_\_\_\_\_

**CHRISTIAN EXPERIENCE AND BELIEFS** - Please give a brief response to the following:

Please explain the Bible plan of salvation and provide an account of your own personal salvation. \_\_\_\_\_  
\_\_\_\_\_



Give your own definition of a Christian: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What are your views of the authority and accuracy of the Bible? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What do you think about the theory of evolution and its relationship to what the Bible teaches? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. TRAINING**

Please provide information of your tertiary training, including level and name of course, the name of the providing institution and the year completed.

Name of Course	Course Level	Name of Institution	Year Conferred

***Please provide certified copies of all relevant, completed qualifications.***

What were your fields of study?

MAJOR FIELDS: \_\_\_\_\_

MINOR FIELDS: \_\_\_\_\_

Provide details of courses completed (attach list if necessary): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What subjects are you qualified to teach and to what levels? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



What Bible college courses or other Christian Education courses have you completed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any other special qualifications, skills, or areas of interest, please tick accordingly?

- |  |   |
|--|---|
| <input type="checkbox"/> Art/Craft                   | <input type="checkbox"/> Technology                   |
| <input type="checkbox"/> Physical education          | <input type="checkbox"/> Library                      |
| <input type="checkbox"/> Photography/Multimedia      | <input type="checkbox"/> Student Guidance/Counselling |
| <input type="checkbox"/> Singing                     | <input type="checkbox"/> Design                       |
| <input type="checkbox"/> Choir                       | <input type="checkbox"/> Food & cooking               |
| <input type="checkbox"/> Musical instrument/s: _____ | <input type="checkbox"/> Other _____                  |

## 6. EXPERIENCE

### GENERAL

Please provide details any previous employment positions within the past 10 years: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If available, please attach resume or CV that lists all relevant previous employment information including position titles and years of employment.*

List any positions of special responsibility you have held, and the length of time held. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### TEACHING

Please indicate the number of years of employment in a teaching position:

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Full Time equivalent: \_\_\_\_\_



Provide details of your last five years of teaching, including practice teaching.  
 \*Please provide a copy of a recent pay slip or Statement of Service to verify salary step.

Year/s	Grade Level/s	Subject/s	School

Most recent previous Employer: \_\_\_\_\_

Position held at previous employment: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**7. REFEREES**

CHARACTER REFEREE

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Contact Number: \_\_\_\_\_

PROFESSIONAL REFEREE

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Contact Number: \_\_\_\_\_

PASTOR/MINISTER'S REFEREE

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Contact Number: \_\_\_\_\_

***Please attach referral letter from current Pastor/Minister.***



## 8. PERSONAL IDENTIFICATION

Current legislation requires applicants to complete the attached two forms: Attachment 4 – Prohibited Employment Declaration & Attachment 5 Working with Children Background Check Consent.

All applicants are to please provide 100-point identification details as per List 1 and List 2 below. These details are required prior to initiating a Working with Children Background Check.

To ensure you identify yourself appropriately, and in order to comply with Working with Children Checks, please provide certified copies of one document from each of the following lists with your application.

LIST 1	LIST 2
Full Birth Certificate detailing parental details.	Current Medicare Card, Pensioner Concession Card, Department of Veterans Affairs Entitlement Card or any other current entitlement card issued by the Commonwealth Government.
Current Australian Passport or Document of Identity issued by the Australian Passport Office.	Current Credit or Account Card from a Bank, Building Society or Credit Union, or a Passbook or Account Statement up to one (1) year old.
Expired within the last twelve (12) months Australian Passport or Document of Identity issued by the Australian Passport Office.	Telephone, Gas or Electricity Bill up to one (1) year old.
Current Overseas Passport.	Water Rates Notice, Council Rates or Land Valuation Notice up to two (2) years old.
Australian Naturalisation or Citizenship Document or Immigration Papers issued by the Commonwealth Department of Immigration and Multicultural Affairs.	Electoral Enrolment Card or other evidence of enrolment up to two (2) years old.
Current Drivers Photo Licence issued within Australia.	Armed Services Discharge Document up to two (2) years old.
Current Consular Photo Identity Card issued by the Department of Foreign Affairs and Trade.	Current Student Identity Card, or a Certificate or Statement of Enrolment up to two (2) years old from an Educational Institution.



# SHERWOOD HILLS CHRISTIAN SCHOOL

## 9. STATEMENT OF FAITH

1. We believe the Holy Bible was written by men divinely inspired and is all sufficient rules/verbal and plenary of faith and practice. 2 Timothy 3:16, 2 Peter 1:21, Ps 12:6-7, 1 Thessalonians 2:13, 2 Peter 3:15-16
  - a. We believe the King James Bible to be the inspired, inerrant and preserved Word of God for the English-speaking people today.
2. There is one and only one living and true God. In the Unity of the God Head, there are three personalities, The Father, The Son and The Holy Spirit, each executing distinct, but harmonious offices in the great work of redemption.
3. All individuals by nature are sinners. Romans 3:23
4. A Church is a local congregation of Scripturally Baptised believers covenanted together for the purpose of carrying out the commission given by Christ.
5. Salvation of sinners is completely of grace (not works) through the Mediatorial Offices of the Son of God.
6. All persons will be eternally saved at the time they repent of their sins and trust Christ to save them personally. These believers will live in Heaven eternally with Christ.
7. All persons that reject the plan of salvation set forth by God in His Word shall be doomed eternally to hell.
8. Jesus Christ is the Son of God, born of the Virgin Mary.
9. The first day each week should be kept sacred for religious purposes.
10. The end of the world is approaching and we believe that Christ will come and awaken His children from the dead, change the living saints and call them up to meet Him in the air. After which will ensue on the earth a period of Great Tribulation. In Heaven, the Marriage of the Lamb will take place. After that, Christ will come to earth and establish His Millennial Kingdom and reign a thousand years over all the earth.
11. Baptism is the immersion in water of a believer by the authority of Christ. This authority is vested in a local Church. Baptism shows forth, in a solemn and beautiful emblem, our faith in the Saviour, with faith's effect, in our death to sin and resurrection to a new life.
12. Sanctification is the process by which we are made partakers of God's holiness. It is a progressive work begun in regeneration, carried on in the hearts of believers, by the presence and power of the Holy Spirit, and the Sealer and Comforter, in the continued use of the appointed means especially, the Word of God, Self-examination, self denial, watchfulness and prayer.
13. Sexuality and Practices
  - a. Male and Female, Separate – We believe that man was created by God, by specific and immediate act, both male and female separate as recorded in Genesis Chapters 1 and 2
  - b. Heterosexual Conduct in Marriage – We believe that God has ordained the sexual act between a man and a woman, in the state of Holy Matrimony, to be the only pattern for sexual relationships endorsed, blessed and approved by God.
  - c. Homosexuality – We believe that homosexuality and a specific acts of homosexuality are an abomination unto God and a perversion of the natural order and not to be entered into by His people: Romans Chapter 1
  - d. Gender Changes – We believe the practice of attempting to or changing one's gender through surgical and/or hormonal or artificial genetic means is contrary to the natural order ordained by God.





## 10. EMPLOYMENT APPLICATION DECLARATION

All applicants seeking employment at Sherwood Hills Christian School must support and co-operate with its policies, philosophy and religious principles and be dedicated in its curricular and co-curricular life.

The School and the staff must work together if the best possible outcomes for the student are to be achieved. The importance of this partnership cannot be underestimated.

### EMPLOYMENT COLLECTION NOTICE

- In applying for this position, you will be providing Sherwood Hills Christian School with personal information. We can be contacted at 61 Jacaranda Avenue, Bradbury NSW 2560, [office@sherwoodhills.nsw.edu.au](mailto:office@sherwoodhills.nsw.edu.au), 02 4629 4800.
- If you provide us with personal information, for example your name and address or information contained on your resume, we will collect this information in order to assess your application.
- You agree that we may store this information for up to twelve (12) months.
- 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.
- We will not disclose this information to a third party without your consent. We usually disclose this kind of information when seeking information from referees and carrying out checks as required by law.
- 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.
- 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, however the school does not usually disclose the information to third parties and that we may store their information for up to twelve (12) months.

### STATEMENT OF FAITH

Please read and tick one of the following statements and sign below.

**Ensure all questions have been answered before returning documentation to Sherwood Hills Christian School.**

- I have read the school's Statement of Faith (attached within Application Form) and can confidently endorse it in my own Christian walk.
- I have read the school's Statement of Faith and can confidently endorse it in my own Christian walk with the exception of the following areas:
- 
- 

### DECLARATION

I solemnly and sincerely declare that:

- The information contained in this application is true and correct.
- I am qualified to teach in New South Wales under the provisions of the Education Act and The Institute of Teachers.
- I have never been charged with child abuse, child neglect or crime other than as disclosed in this application. (Please give details on a separate sheet if applicable.)
- I acknowledge that any appointment is on condition that the information provided by me is true and correct.
- I accept that checks may be made to verify any information supplied and I give permission for that to occur including, if considered appropriate, checking with Police criminal records.

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_/\_\_\_/\_\_\_  
DATE

### WHAT TO INCLUDE WITH THIS APPLICATION:

- Professional qualifications
- Resume or CV
- Details of Residency status (Citizenship Certificate, Visa or Passport)
- 100 points of identification
- 2x recent pay slips
- Referral letter/s