



# Brisbane Christian College

*Wisdom and Knowledge through Christ*

Brisbane Christian College is a ministry of Life Church Brisbane

## Application for Employment

### Non-Teaching position

Please complete the following application form in your own handwriting and forward it with your cover letter to the Business Manager or other as specified in the advertisement.

Name of applicant	
Position being applied for	
Date applications close	..... / ..... / .....
The probation period	6 months

## **College Vision**

Brisbane Christian College, as a Ministry of Life Church Brisbane, is the preferred place of learning. Our community empowers students to live Christ-focused lives. We aspire for excellence and equip our members to achieve their maximum potential.

## **College Mission**

Brisbane Christian College provides quality, holistic education that is both Christ-centred and innovative; encouraging confident, creative, life-long learners.

Our community equips its members to become resourceful servant leaders who live with dignity and care for others to the glory of God.

## **College Values**

At Brisbane Christian College we:

- Honour Jesus Christ
- Empower others
- Aspire to excellence
- Respect others and self
- Develop dynamic relationships.

## **College Motto**

Wisdom and Knowledge through Christ

## **Staff Motto**

Inspire, Equip, Achieve

## **College Logo**

At the centre of the logo is a dual representation of both the risen, victorious Christ and the enthusiastic, energetic and elated student.

The logo depicts three elements which symbolise three different aspects of meaning – academic, personal (physical and emotional) and spiritual.

## Statement of Faith

We believe the Bible is the inspired and infallible Word of God, which sets forth the truth of one God, the Creator, eternally existent in three persons: God the Father, God the Son and God the Holy Spirit.

We believe in the deity of Our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, and in His atoning death. We believe that Our Lord Jesus Christ is the Saviour of the world. We believe that after He died on the cross, that He rose again and then ascended into Heaven to the right Hand of the Father. We believe in His personal, soon to return to this earth in power.

We believe that the only means of forgiveness and cleansing from sin is through turning from sin and placing faith in Jesus Christ and His shed blood.

We believe in regeneration as an activity of the Holy Spirit in our lives, that we might be free from the power of sin.

We believe in the believer's baptism in water by immersion, identifying with Christ in his death, burial and resurrection.

We believe in the baptism of the Holy Spirit, according to the Acts of the Apostles, which is given to all believers who ask for it with accompanying gifts of the Spirit.

We observe the Lord's Supper as commanded by Jesus and believe in the resurrection of the saved to Everlasting Life and the lost to everlasting damnation.

We believe the Church to be Christ's body, expressing and manifesting His life, love and liberty to all, empowered to fulfil His specific commission to;

"Go therefore and make disciples of all the nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age."

Matthew 28:20

# Staff Lifestyle Agreement

Using God's Word as the standard of truth and righteousness, our aim is to offer excellence in Christian education spiritually, personally and academically while maintaining a high standard of conduct as we train each child to develop their God-given talents to the full and for them to use these talents to glorify God and to become adults who reflect the College vision for our students. In helping Christian parents fulfil their responsibility to God for their children, the College aims at preserving Christianity and God-centered living by partnering with them throughout their time at the College.

Brisbane Christian College bases its teachings and beliefs on the Bible, both Old and New Testaments, which the College regards as the inspired and inerrant Word of God. These teachings are expounded and interpreted in many of Brisbane Christian College's public and internal documents, both printed and on the College's website, and are viewable by staff as part of their appointment process. These documents inform our understanding of the lifestyle values which staff who work in this school are required, subject to the provisions of the *Anti-Discrimination Act 1991 (Qld)* (the ADA), to respect and maintain at all times, and should be understood as source documents, defining our doctrines, tenets, beliefs or teachings.

All staff of Brisbane Christian College, regardless of their role, are ministers of the gospel. All staff are required to conduct themselves in a manner consistent with these principles and beliefs and in accordance with the Christian ethics of the College, as contained and interpreted in these documents.

The Bible exhorts us to pursue godliness and to model Biblical standards of behaviour to our peers and the wider society in both word and deed. It also calls believers to live in a way that avoids the risk that their attitudes and behaviour could be seen or understood as disobedient to God's Word.

College staff must therefore be active members of a local Church and meet together regularly as a body so that we may encourage one another. Life Church, the College and the parents of the children entrusted to us expect that our staff will be role models and witnesses of the Christian faith at all times, whether while at work or outside of work. College staff should live integrated lives and conduct themselves only in a manner worthy of the gospel of Christ, and to that extent they should behave at all times in a manner consistent with their witness and which avoids the appearance of sin.

It is a genuine occupational requirement, subject to the provisions of the ADA, of Brisbane Christian College that, consistent with the ADA staff members must not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of Brisbane Christian College. Nothing in their deliberate conduct should be incompatible with the intrinsic character of their position, especially, but not only, in relation to the expression of human sexuality through heterosexual, monogamous relationships, expressed intimately through marriage.

If any members of staff have any doubt as to whether their future intentions may be contrary to this lifestyle agreement or need guidance, they should seek a member of College management to seek clarification of the College's Lifestyle expectations. The College may also request that you seek spiritual guidance from a member of the pastoral team at Life Church if it has any further concerns.

Staff are required to regularly and frequently attend a Christian church and to regularly and frequently support Staff Devotions and Staff Worship Services.

Where any staff member acts contrary to these lifestyle requirements, the Principal and CMT may attempt restoration, counsel, discipline and dismiss the employee.

## **Employment Application Collection Notice**

In applying for this position you will be providing Brisbane Christian College with personal information. We can be contacted on 07 3719 3111, office@brisbanechristiancollege.com.au or PO Box 177 Salisbury Qld 4107.

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.

The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.

We will not disclose this information to a third party without your consent unless otherwise permitted.

The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.

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.

# Personal details

First name: ..... Last name: .....

Address: ..... State: ..... Postcode: .....

Home phone: ..... Work phone: ..... Mobile phone: .....  
(Please underline your preferred phone number for us to contact you)

Email: .....

Are you an Australian or New Zealand Citizen, or Australian Permanent Resident?  Yes  No

If no, are you eligible to work in Australia?  Yes  No

Do you hold a current Blue Card issued by the Public Safety Business Agency (PSBA), previously The Commission for Children and Young People and Child Guardian?

Yes Name exactly as appears on card: .....

Number: ..... / ..... Expiry date: ..... / ..... / .....

No

Having read the description of the position in the advertisement, is there anything in your personal circumstances that may affect your ability to carry out the inherent requirements of the position?

No  Yes If yes, please give details: .....

# Qualifications

**Tertiary Education and Training:** What degrees, diplomas or other professional qualifications do you hold?

Degree, Diploma etc and level of achievement	Name of institution	Year conferred
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

What were your Major and Minor fields of study? .....

**Please note:** If your qualifications were gained at a non-Australian tertiary institution, please attach a statement from the National office of Overseas Skills Recognition (AEI-NOOSR)

## Secondary Schooling:

Name of school: .....

Grade and year of completion: ..... Tertiary entrance score: .....

Senior subjects and results: .....

School achievements: .....

# Qualifications (continued)

**Other qualifications or certification:** Do you have any other qualifications? Please include professional development, First Aid certification, Bible College or Christian education courses.

Qualification/course/program: .....

Name of institution: ..... Year completed: .....

Qualification/course/program: .....

Name of institution: ..... Year completed: .....

## Please list any professional memberships:

Name: ..... Date joined: .... / .... / ..... Level: .....

Name: ..... Date joined: .... / .... / ..... Level: .....

# Career aspirations

Describe your career goals over the next ten years: .....

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# Referees

If you are short-listed for this position, these referees will be contacted prior to your interview. Please inform them of this procedure. If you wish to include a written reference as part of this application, please feel free to do so.

## Current Minister/Pastor or fellowship leader

Name: ..... Position/responsibility: .....

Church: ..... Preferred phone contact number: .....

## Current Principal or Employer

Name: ..... Position/responsibility: .....

School: ..... Preferred phone contact number: .....

## Previous Principal or Employer

Name: ..... Position/responsibility: .....

School: ..... Preferred phone contact number: .....

## Other

Name: ..... Position/responsibility: .....

Company: ..... Preferred phone contact number: .....

# Christian Faith

**Christian faith:** How long have you been a follower of Christ? .....

Explain in your own words what it means to be a Christian? .....

.....

.....

.....

Give a brief account of your conversion and Christian experience. ....

.....

.....

.....

**Church Involvement:** Are you an active member of a church or fellowship group?  Yes  No

Church name: ..... Minister's name: ..... Phone: .....

When did you begin involvement there? .....

In what capacities do you serve in your church? .....

.....

.....

Please list your involvement in other community activities: .....

.....

.....

**Christian walk:** How does God's Word impact your daily personal and professional life? .....

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.....

.....

Matthew 28: 18-20. How have you lived out these scriptures in your life? .....

.....

.....

.....

What do you think is the function of a Christian School? .....

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.....

.....



# Christian Faith (continued)

What principles guide you as a Christian worker? .....

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.....  
.....

Why are you applying to Brisbane Christian College? .....

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.....

How would you work with Christians from backgrounds or traditions that differ from yours? .....

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.....  
.....

How would you handle differences with other Christians? .....

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.....

What do you think a Christian School's position ought to be regarding the following?

The authority and historical accuracy of the Bible: .....

.....  
.....  
.....  
.....

The theory of evolution and its relationship to what the Bible teaches: .....

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.....  
.....

The use of drugs and alcohol, including tobacco and marijuana: .....

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.....

# Employment History

## Current employment

Employer: .....

Position held: ..... Date commenced employment: .... / .... / .....

Achievements: .....

Have you been through an appraisal process in the past 5 years (current or previous employment?)

Yes  No If yes, please attach a copy of any formal appraisal report.

Why are you looking to leave your current school or employment? .....

## Previous employment

Do not leave gaps in your employment history dates. More detail on grades and subjects taught are asked in subsequent tables.

<i>Most recent to least recent</i>		<i>Name of Employer</i>	<i>Responsibilities</i>	<i>Achievements</i>	<i>Reason for leaving</i>
<i>From</i>	<i>To</i>				

**Duplicate this table if further space is needed**

# Skills and competencies

Give examples of your organisational skills, ability to prioritise and reliability to meet schedules and deadlines:

.....  
.....  
.....

Describe the types of documents you have created with Microsoft Word or similar:

.....  
.....  
.....

Describe the types of spread sheets you have created with Microsoft Excel or similar:

.....  
.....  
.....

Describe any customer service experience you have had:

.....  
.....  
.....

Describe your experience with database systems, e.g. inputting, storing, retrieving, and managing information:

.....  
.....  
.....

Have you ever been responsible for general ledger coding of your own expenses and /or purchases? If so, describe the way you did this:

.....  
.....  
.....

Question for accounts department applications only

Describe the various duties you have performed in previous accounts roles and the software you used to carry out these duties:

.....  
.....  
.....

# Special interests and experience

Please tick any areas of interest or experience

## Creative Arts/Performing Arts

- Singing/Choir/Band       Piano       Sound Engineer       Instrument: .....
- Photography/Video       Art/Craft       Drama/Acting/Dance       Other: .....

## Outdoor Education

- Physical Education       Gymnastics       Swimming       Coaching teams
- Rock climbing/abseiling       Camping/Duke of Edinburgh

## Public Speaking/Journalism

- Debating/Mock Trial       Editing/Writing       Public speaking

## Information Technology

- Information Technology       Computer Literacy       Web Page Design       Network Experience

## Education Support

- Special Education       ESL/TESOL       Support Teacher (Learning Difficulties)
- Extension/Enrichment       Student Guidance       Career Guidance       Library/Resource Collections
- Tutoring       Event Management       Catering

## Other

- Bus Licence – class: .....

Please give details of areas ticked above: .....

.....

.....

The College has several week-long trips and camps throughout the year. If employed, would you be willing to go on and supervise such events?     Yes       No

Have you supervised such school activities in the past?     No       Yes

If yes, please give details: .....

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.....

Please list any other educational advantages you may have, including multicultural experience or languages spoken: .....

.....

.....

.....

Please list any professional profiles, websites or blogs you maintain (Twitter, LinkedIn, etc.) .....

.....

## Other information

Has any investigation or disciplinary action been taken against you relating to your good character or previous employment?  No  Yes If yes, please give details: .....

.....  
.....  
.....

Have you ever been arrested for, or convicted of, any criminal act?  No  Yes  
If yes, please attach details

Do you have any outstanding criminal charges or enquiries against you before a court?  No  Yes  
If yes, please attach details

Do you have any outstanding criminal charges pending against you before a court?  No  Yes  
If yes, please attach details

Have you ever been formally accused of a crime related to children?  No  Yes  
If yes, please attach details

## Declaration

I (print name) \_\_\_\_\_ declare that:

- The College's Lifestyle Statement is aligned to my personal lifestyle, and the College's Statement of Faith aligns with my personal belief around God, Jesus and the Holy Spirit.
- The information I have provided is true, complete and correct to the best of my knowledge.
- I hereby give permission for Brisbane Christian College to make such investigations as Brisbane Christian College deems necessary regarding the information included in this application form. I understand that any misrepresentation or material omission made herein or in any other documentation requested would make me liable to termination of services.
- I have provided full details of any investigation or disciplinary action taken against me relating to my good character or previous employment.
- I have provided full details of any criminal convictions, outstanding criminal charges or enquiries against me before a court, and/or outstanding criminal charges pending against me before a court.

I (print name) \_\_\_\_\_ understand that:

- If I am a short-listed applicant Brisbane Christian College will contact my current employer and other referees for a reference.
- I will only be contacted if I am short-listed for an interview.
- If unsuccessful, Brisbane Christian College may store this information for up to twelve weeks and that Brisbane Christian College will not disclose any information enclosed herein to a third party without my consent.

Signature: .....

Date: ..... / ..... / .....

# How to submit your application for employment

## CHECKLIST

### Your application for employment will consist of the following:

- a cover letter briefly highlighting why you would like to join our College and how you will strengthen our school community
- copies of all qualifications listed in this document, including your Blue Card
- proof of your eligibility to work in Australia, e.g. Australian or New Zealand Birth Certificate; or evidence of Permanent Residency or working visa and passport
- this completed application form.

### Post, email or deliver your application for employment to:

POST: The Principal  
Brisbane Christian College  
PO Box 177  
SALISBURY QLD 4107

EMAIL: [papincipal@brisbanechristiancollege.com.au](mailto:papincipal@brisbanechristiancollege.com.au)  
Please send documents in PDF format

DELIVER: Middle and Secondary College office  
63 Fairlie Terrace, SALISBURY QLD 4107