

## Application for Relief Work at Brisbane Christian College

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 have a First Aid Certificate?  Yes  No

### Teacher Registration (Teaching applicants):

Do you hold a current Queensland Teacher Registration?  Yes  No If no, which State? .....

Number: ..... / ..... Expiry date: ..... / ..... / .....  Provisional  Full

Has your Teacher Registration ever been cancelled?  Yes  No If yes, please give details:

.....

*Please attach a copy of your Teacher Registration and your teaching qualifications.*

### Blue card (Non-Teaching applicants):

If applying for relief Teacher Assistant/other relief support role work do you have a current Blue Card?

Blue Card  Exemption Card

*Please attach a copy of your Blue Card and qualifications.*

### Employment History:

School	Position	Year/Duration
.....	.....	.....
.....	.....	.....
.....	.....	.....

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

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

.....

.....

**Reason for applying to Brisbane Christian College:** .....

.....

**Referees:**

**Current Minister/Pastor or fellowship leader**

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

Church: ..... Phone number: .....

Email address: .....

**Current Principal or Other**

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

School: ..... Phone number: .....

Email address: .....

**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 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.

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

# How to submit your application for Relief Work

## 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 Teacher Registration or 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.

**Please return this form to:**

**Primary School (Pre-Prep to Year 5):** Mrs Nicole Baggen at [papprimary@brisbanechristiancollege.com.au](mailto:papprimary@brisbanechristiancollege.com.au)

**Middle and Secondary School (Years 6-12):** Mrs Karen Austin at [kaustin@brisbanechristiancollege.com.au](mailto:kaustin@brisbanechristiancollege.com.au)

## 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](mailto: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 on 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.