



# St Paul's Grammar School

## Application for Employment Support Staff

THIS IS A DIGITAL FILLABLE PDF

Click inside each field to fill out the form.

**POSITION APPLIED FOR**

### SECTION A - PERSONAL DETAILS

<b>Last Name</b>		<b>Title</b>	Mr   Mrs   Miss   Ms   Dr
<b>Given Name(s)</b>			
<b>Preferred Name</b>		<b>Date of Birth</b>	/ /
<b>Email (Personal)</b>			
<b>Address</b>		<b>Post Code</b>	
<b>State</b>		<b>Home Phone</b>	
<b>Mobile</b>		<b>Work Phone (Optional)</b>	
<b>Your WWCC (Working With Children Check) number:</b>			

Should you be the successful applicant you will not be employed until you have provided your Working With Children Clearance number and clearance date for verification by the school. For more information on the process involved, please visit <http://www.newcheck.kids.nsw.gov.au>

### CRIMINAL HISTORY CHECK

It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position. Relevant criminal history checks will be conducted on recommended applicants.

**Declaration** | I have:

- Convictions of sexual and/or drug offences YES  NO
- Convictions of other criminal offences, within the last ten years YES  NO
- Child sexual assault charges dealt with under section 556a of the NSW Crime Act 1990 YES  NO
- Child sexual assault charges under other acts YES  NO
- Charges that have not been heard carrying a penalty of 12 months or more imprisonment YES  NO
- Been subject to disciplinary action in relation to sexual misconduct or harassment YES  NO

**Signature**

**Date**

/ /



p. 02 4777 4888 e. [info@stpauls.nsw.edu.au](mailto:info@stpauls.nsw.edu.au)  
w. [stpauls.nsw.edu.au](http://stpauls.nsw.edu.au)



## CITIZENSHIP

Citizenship (Country)		Passport No# (if applicable)	
International Applicants - please provide details of Visa/approval to work in Australia:			

## CHRISTIAN INVOLVEMENT

St Paul's Grammar School is a non-denomination Christian School. Our staff attend churches of various Christian denominations. We expect our staff to be committed Christians who regularly attend church. Please read the declaration of faith below for further details.

Please indicate your:

Denomination		Church Attending	
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Full name and contact for your Minister of Religion:

Name		Phone	
Email			

## DECLARATION OF FAITH

I declare that I believe and uphold the fundamental truths of Christianity contained in Holy Scriptures, including:

- The Divine Inspiration and infallibility of Holy Scripture as originally given and its supreme authority in all matters of faith and conduct.
- The unity of the Father, the Son and the Holy Spirit in the Godhead
- The universal sinfulness and guilt of human nature since the Fall, rendering man subject to God's wrath and condemnation.
- The conception of Jesus Christ by the Holy Spirit and His birth of the Virgin Mary.
- Redemption from the guilt, penalty and power of sin only through the sacrificial death, as our representative and Substitute, of Jesus Christ, the Incarnate Son of God.
- The bodily resurrection of Jesus Christ from the dead.
- The necessity of the work of the Holy Spirit to make the death of Christ effective in the individual sinner, granting him repentance towards God and faith in Jesus Christ.
- The indwelling of the Holy Spirit in the believer.
- The expectation of the personal return of the Lord Jesus Christ.

Therefore, in the light of these truths, I declare my faith in Jesus Christ as my Saviour, Lord and God.

Signature		Date	/ /
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## HEALTH

Do you have any medical conditions or disabilities which may prevent you from performing the role for which you have applied at St Paul's Grammar School? YES  NO

If yes, please provide details:

Have you had any previous Workers' Compensation claims? YES  NO

If yes, please provide details:

## SECTION B - EDUCATION

### EDUCATIONAL QUALIFICATIONS

Year completed or to be attained	Course (Level Attained) eg. BEd	Provider/Institution	Major/Minor (if applicable)

Other: Education  Pastoral Care  First Aid

Other Educational, Professional or Technical Qualifications (including short courses).

Do you hold a current First Aid Qualification (E.g. Senior First Aid)?

YES  NO

Qualification			
Certifier		Date Issued	/ /

Do you hold a current CPR Qualification?

YES  NO

Certifier		Date Issued	/ /
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Do you hold a current Driver's Licence?

YES  NO

If yes, Licence Category	
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PROFESSIONAL MEMBERSHIPS (If applicable)

1	3
2	4

SECTION C - EMPLOYMENT

CURRENT EMPLOYMENT

Name of Current Employer			
Address			
	State		Post Code
Manager/Principal			
Period of Employment from	/ /	to	/ /
Position/s Held			
Main Duties and Responsibilities:			

<b>Current Base Salary</b>	
<b>Current Allowances</b>	
<b>Reason for Leaving</b>	

### PAST EMPLOYMENT

Please indicate the last three positions held (if applicable), commencing with the most recent position.

<b>From (DD/MM/YY)</b>	<b>To (DD/MM/YY)</b>	<b>Name and Contact Details of Employer</b>

## SECTION D - OTHER INFORMATION

### TECHNOLOGY SKILLS

- Are you proficient working in an environment where the majority of documents are exchanged electronically over a computer network? **YES**  **NO**
- Are you conversant with the use of e-mail as a means of communication? **YES**  **NO**
- Have you had experience working with Microsoft Office **YES**  **NO**

### EXTRA-CURRICULAR

Staff at St Paul's are encouraged to be involved in the extra-curricular life of the school, for example, coaching a sport team, attending Christian Fellowship or Outdoor Education programmes..

**Please specify any particular expertise or interest you may have in the area of extra-curricular programmes of the school.**

## COMMUNITY INVOLVEMENT

Describe any ways you have been involved in activities associated with your local community and/or church.

## REFEREES

State the name, occupation and address of two persons to whom reference may be made in regard to character and professional competency (in addition to your Minister of Religion).

*One of these persons must be a recent or current employer.*

<b>1 Referee's Name</b>			
<b>Occupation</b>		<b>Phone</b>	
<b>Address</b>			
	<b>State</b>		<b>Post Code</b>
<b>Relationship to Applicant</b>			

<b>2 Referee's Name</b>			
<b>Occupation</b>		<b>Phone</b>	
<b>Address</b>			
	<b>State</b>		<b>Post Code</b>
<b>Relationship to Applicant</b>			

## DECLARATION

I certify that the information on this form is complete and correct in every detail and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

<b>Signature</b>		<b>Date</b>	/ /
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Support Staff Applications for employment at St Paul's Grammar School should include:

- Letter of Application
- Employment Application Form
- Curriculum Vitae
- Statements of Service (copies only)
- Academic transcripts, qualifications and/or certificates (copies only)

And be forwarded by the nominated date to:

EA to the Principal  
hr@stpauls.nsw.edu.au  
Locked Bag 8016  
Penrith NSW 2751

## PRIVACY INFORMATION

- In applying for this position you will be providing St Paul's Grammar School with personal information.
- 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.
- You may seek access to your personal information that we hold 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.
- Where you have provided 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.
- Your application will be securely stored by St Paul's Grammar School for three months.