



APPLICATION FOR EMPLOYMENT

Please complete this form and email it to hr@stpauls.nsw.edu.au

POSITION DETAILS

Position applied for:

If you are applying for an advertised position, where did you see the advertisement?

- Sydney Morning Herald
- St Paul's website
- seek.com.au
- other, please state:

PERSONAL DETAILS

Last name		Title (Mr/Mrs/Miss/Ms/Dr)	
Given name(s)		Preferred name	
Date of birth (optional)			
Email (personal)			
Postal address		Suburb	
State		Post Code	
Home phone	Mobile	Work phone (optional)	
Church attended		Minister's name	

CITIZENSHIP

Citizenship (country)	Passport number (if applicable)
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International applicants – please provide details of Visa/approval to work in Australia:

EDUCATIONAL QUALIFICATIONS

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

PROFESSIONAL MEMBERSHIPS

TEACHING SUBJECT OR AREA (Teaching Position)

Major teaching subject/area
Minor teaching subject/area
Other subjects qualified to teach

CURRENT EMPLOYMENT	
Present employer	
Address	
Position	Occupation
Date appointed	Termination date (if applicable)
Position on Salary Scale (e.g. Band 2)	Salary
FTE	Reason for leaving

PAST EMPLOYMENT						
Date from	Date to	Employer	Occupation	Position	FTE	Reason for leaving

ACCREDITATION DETAILS (Teaching Position)		
NSW Institute of Teachers		
Accreditation no.	Status	Date achieved
ISTAA (Teaching Position)		
Accreditation no.	Status	Date achieved
Have you taught a NSW Board of Studies syllabus in NSW before October 2004?		yes/no

REFEREES		
<i>Please provide the contact details of at least 3 referees, including current minister of religion.</i>		
1	Full name of Minister of Religion	
	Church	Contact number
2	Full name	
	Company/school	Contact
3	Full name	
	Other	Contact

WORKING WITH CHILDREN CHECK
Should you be the successful applicant you will not be employed until you have provided your "New 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

DECLARATION BY APPLICANT	
Have you ever had: Convictions for sexual or drug related offences? Proceedings against you for offences other than traffic offences? <i>If you have answered "yes" to any of these questions, please provide details.</i>	yes/no yes/no
Have you ever been dismissed or asked to resign as a teacher in Australia or any other country? <i>If you have answered "yes" to this question, please provide details.</i>	yes/no
Given the Christian ethos of the school, are you able to meet the inherent requirements of the position?	yes/no
I am a committed Christian who regularly attends church and I affirm that I have read, and agree with the Declaration of Faith (noted below).	yes/no
I have no objections to the school contacting past or current employers or referees to provide information relevant to my employment and this application. Further, I acknowledge that a criminal record may affect the decision of the school to employ me. I also understand that any offer of employment is subject to clearance from the Office of Communities Commission for Children and Young People.	yes/no

I certify that to the best of my knowledge the information in this form is correct and accurate. I understand that manifest inaccuracies or fraudulent claims may result in termination of my employment.	yes/no
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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."

APPLICANT'S SIGNATURE

I have completed this Application for Employment form and Declaration by Applicant and I acknowledge that the information contained is true and correct at the time of signing. I have also read and attest to the truth of the Declaration of Faith and agree to complete the Working With Children Check form.

The electronic submission of this form, with a covering letter, will constitute an application for the above named position.

Applicant's signature	Date
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CHECKLIST FOR INTERVIEW

Listed below are documents relevant to your application. You **must** bring originals of these documents with you if you are invited to attend an interview. *Please provide a copy of all documents below, certified by a Justice of the Peace, for the school records.*

- 100 points of identification (usually current photo driver's licence and birth certificate or current passport)
- Proof of citizenship/Australian residency (usually birth certificate, passport or visa)
- University or College academic transcript(s)
- Teaching qualification certification (for teaching position)
- Other Degrees, Diplomas or Certificates
- Evidence of NSW Institute of Teachers classification (if applicable)
- Evidence of ISTAA accreditation (if applicable)

The following documents are optional:

- Statement(s) of service showing:
 - a. commencement dates
 - b. termination dates
 - c. whether service was full-time, part-time or casual
 - d. for part-time or casual service, details of hours/days worked
- Written references/letters of recommendation
- Current First Aid certificate
- New Working With Children Check clearance number and clearance date (NB this will need to be provided should you be the successful applicant, before employment is offered)