

APPLICANT NAME: _____



'The School is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment.'

APPLICATION FORM (Non-Teaching)

Checklist to include with application:

- Police Clearance
- Working With Children (WWC) card
- Current Curriculum Vitae
- Proof of Citizenship / Eligibility to work in Australia (Passport/ Birth Cert)

Date: ____ / ____ / ____

PERSONAL INFORMATION

Surname (Mr/Mrs/Ms/Miss) : _____

Christian Names : _____

Address : _____

Phone : (Home) _____ (Mobile) _____

Email Address : _____

Nationality : _____

Have you ever been arrested or convicted for any criminal act? Yes No

If yes, please give details _____

CHRISTIAN BACKGROUND

How long have you known Christ as Lord and Saviour? _____

What is your denominational preference? _____

Are you an active member of a local Church? Yes No

Church Name: _____

Minister's Name: _____ Phone: _____

Church Address: _____ Post Code: _____

In what capacity do you serve in your Church? _____

CHRISTIAN EXPERIENCE AND BELIEFS

Where necessary write your answers on a separate sheet of paper.

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

Give your own definition of a Christian: _____

What are your views about the authority and historical accuracy of the Bible?

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

Why do you believe God is calling you to make this application?

SUMMARY OF QUALIFICATIONS

(A more detailed description must be provided in the attachment.)

Highest level of educational qualification: _____

Training: (brief details) _____

Present employment: _____

How do you handle difficult customers?

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

SPECIAL QUALIFICATIONS

Tick appropriate box for which you have experience and competency:

- MS Office Suite ___ Customer Service ___ Databases
- Accounting software (MYOB)
- OTHER _____

APPLICATION

Based on the information provided in this form, I hereby apply for business support position as set out below.

Tick as appropriate

I am interested in employment: ___ part time ___ long term
 ___ full time ___ short term

REFERENCES

List below people who can testify as to your character and professional ability.

Character References

NAME	POSITION / RELATIONSHIP	PHONE

Professional References

NAME	COMPANY	POSITION	PHONE

Please attach copies of one current reference from at least one person listed in each of the two categories above.

I declare the above statement of application to be true and wish to apply for a position at Emmanuel Christian Community School.

SIGNATURE: _____ **DATE:** ____ / ____ / ____

THE AIMS OF CHRISTIAN COMMUNITY SCHOOLS

Christian Schools Australia has developed to contribute to the education facilities of the Commonwealth of Australia by establishing and maintaining, in such suitable places that may be thought convenient, preschools, primary, secondary, and other educational institutions of the highest standards for the purpose of achieving the objects hereinafter mentioned namely: -

(a) To provide an education of high academic standards based on

- An acceptance of the lordship of Christ, and
- An acceptance of the Bible as the revealed Word of God.

As these are defined in the Confession of Faith of the organization.

(b) To provide an education that also:

- Fosters self-discipline in the learner while teaching him to accept the discipline of the Church, which is the Body of Christ, and to obey the laws of the Government.
- Develops the individuality of the learner and stresses the function of the learner as a member of the Body of Christ and of the community.
- Trains the learner in the moral and ethical standards of the Bible as interpreted in the teaching of the New Testament.
- Develops the learner's creative and critical abilities.
- Stresses cooperation rather than competition and fosters the development of the gifts, skills, and abilities of the learner for the service of Jesus Christ in the Body of Christ and the community.

SCHOOL STATEMENT OF BELIEFS

We believe in the Divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety and that the Holy Spirit so moved the writers that what they wrote are authoritative statements of truth for all matters of faith and conduct.

We believe there is one God in whom there is three equal Divine Persons, revealed as the Father, the Son, and the Holy Spirit, and who of His own sovereign will have created the heavens, the earth and all that is contained within the Universe.

We believe the Lord Jesus Christ is the eternally existing, only begotten Son of the Father, conceived by the Holy Spirit and born of the Virgin Mary. As God He became flesh and dwelt among us: as man He was God.

We believe all men are in a fallen, sinful, and lost condition through the rebellion of Adam and Eve, who were created without sin, and in this state of depravity are helpless to save themselves and are under the condemnation of God to eternal punishment in Hell.

We believe that salvation from the penalty and consequences of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ.

We believe it is the Holy Spirit alone who convicts men of sin, leads them to repentance, creates faith within them and regenerates and fills those who believe on the Lord Jesus Christ as Lord. It is the indwelling Spirit who bestows the Gifts of the Spirit and manifests the Fruit of the Spirit in the believer.

We believe Christ died for our sins, was buried and the third day rose from the dead; that He appeared to men who touched Him and knew his bodily presence and that He ascended to His Father.

We believe the Lord Jesus Christ will return in person with His saints and that the full consummation of the Kingdom of God awaits His return.

We believe those who have been regenerated by the Holy Spirit will receive a resurrection body at the return of Jesus Christ and be forever with the Lord, while those who have not believed will be resurrected to stand at the Judgment Seat of God to receive His judgment and eternal condemnation to Hell.

We believe the Church is the Body of Christ composed of all believers in the Lord Jesus Christ, which finds its visible manifestation in the local community of believers, is competent under Christ as Head of the Church to order its life without interference from any authority whether civil or ecclesiastical.

We believe the Lord's Supper, is a memorial and proclamation of the Lord's death until He returns.

We believe and reaffirm our uncompromising stand on God's Word that marriage is instituted by God to be between one man and one woman.

SIGNATURE: _____ **DATE:** ____ / ____ / ____

STATEMENT OF MUTUAL UNDERSTANDING AND RESPECT

BACKGROUND

The Constitution of Emmanuel Christian Community School records the basis of understanding between the Church community and the School community for the ministry known as the Girrawheen Baptist Church-Governed Christian School.

It is acknowledged that the commencement of the School was a response by the Church to a direct leading by God. As a ministry of the Girrawheen Baptist Church, the School operates under the spiritual guidance of the Church. The School is accountable to the Church, through the School Board, to operate in a way that is consistent with the vision and mission of the Church. In operating the School, the Church acknowledges that God has given to parents the prime responsibility for the nurture and education of their children. Similarly, parents should acknowledge that God has given the Church a teaching and discipling role.

The School therefore ministers in partnership with both parents and the Church. Therefore, the School will seek to support and not to usurp the role of parents or the Church in their respective areas of ministry. Likewise, the Church accepts the School's competency to operate within its sphere of responsibility, as should the parents.

The School constitution acknowledges that the school will seek not to impinge on church activities nor have a negative impact upon other aspects of Church life. It will seek to work as a co-operative part of the Church community. The Church equally commits to encouraging the School to be involved in other areas of Church life and ministry.

The Church and School are committed to working together to achieve the Vision and Mission of the Church. The Church and School will seek to be sensitive to their respective needs in ministry. In doing so both acknowledge that relationships are more important than structures. Should conflict arise, this will be resolved in ways consistent with Biblical principles and reflecting God's love and grace.

PURPOSE OF THIS STATEMENT

This Statement sets out the fundamental principles and expectations underpinning the relationship between the Church and the School, building upon the understandings outlined above.

ROLES OF THE CHURCH AND SCHOOL

The Church has played a key role in the establishment of the School and continues to play a role in their ongoing lives. The Church is expected by its own and the broader community to take an active part in ensuring the good governance of the School. The Church does so through the involvement of the Church Community in the membership of the School and their appointment of the Board.

To ensure that the reputation of the Church is not adversely affected the Board is to ensure good governance of the School and the maintenance of elevated levels of accountability for that good governance to the Church and other stakeholders of the School.

The School is expected to communicate openly with the Church through reporting and other agreed means of communication relating to certain of their operations and activities.

KEY PRINCIPLES

The Board is expected to recognise the role of the Church in the life and operations of the School and in doing so:

- uphold and pursue the Statement of Faith and doctrines, tenets, and beliefs of the Church.
- be transparent and timely in reporting of information, reports, and other information as is requested by the Church.
- have regard to contemporary standards and expectations and in the determination and implementation of policies and procedures.
- take responsibility for the students and families of the School.
- work with the Church in a spirit of co-operation and respect
- develop strong mutually beneficial working relationship with the personnel of the Church.

KEY EXPECTATIONS

Specifically, to give effect to the mutual intent expressed in this Statement of Mutual Understanding and Respect, it is expected that the School will work in a spirit of cooperation with the Church to do each of the following, namely:

- to strive for legislatively compliant policies and procedures.
- to comply promptly with reasonable requests from the Church to provide information including but not limited to:
 - compliance documentation regarding safety of students and staff (e.g., Child protection screening compliance and critical incident reports); and
 - copies of specified policies and procedures of the School; and
 - to report proactively and in a timely manner events giving rise to potential financial or reputational exposure to the School or the Church; and
 - to liaise with the Church prior to the release of public statements and media releases surrounding key issues, likely to impact on the reputation or financial position of the School or the Church; and
 - to provide reasonable reporting in a form and at intervals agreed from time to time with the Church relating to matters likely to impact on the reputation or financial position of the School or the Church.
- To promote and promulgate the core values of the Church and the School.
- As an employee of Emmanuel Christian Community School Incorporated, I acknowledge that this Statement of Mutual Understanding and Respect reflects the Association's beliefs of the ministry of Church and School relationship.

SIGNATURE: _____ **DATE:** ____ / ____ / ____