



Good Shepherd Christian School Employment Application – Non-Teaching Page 1 of 11



**GOOD SHEPHERD
CHRISTIAN SCHOOL**
Nurturing Firm Foundations

Good Shepherd Christian School is a ministry of Good Shepherd Baptist Church

Application for Employment

Non-Teaching Position

Please complete the following application form in your own handwriting and forward it with your cover letter to School Reception.

Name of applicant	
Position being applied for	
Date applications close / /



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School Motto

Nurturing Firm Foundations

Mission Statement

Good Shepherd Christian School seeks to provide quality Christian education through partnership with local churches, parents, teachers and students which recognises the Lordship of Christ and the integrity of the Scriptures (God's Word, the Bible), and prepare students for life in the world and eternity.

Vision Statement

Building a community for eternity

Values

At Good Shepherd Christian School we aim to:

- Create a community where teachers and parents are partners in teaching and learning
- Challenge families to make Jesus Christ the Lord of the family and the home
- Support families as they train their children in God's ways and God's truth
- Establish an environment characterised by Christian virtues such as love, faith, honesty, humility, consideration, obedience, service, stewardship, industry, loyalty and courage
- Base our teaching on God's Word, the Bible
- Help our children to acquire a life-long love for learning, and to develop and understand their God-given talents and gifts
- Develop each child's creative and critical abilities
- Educate the whole child for living in the world and for eternity
- Foster the development of the gifts, skills and abilities of the learner for service to Christ and the community
- Focus on cooperation as the most effective strategy for building community
- Encourage students to perform to the best of their ability in every aspect of their endeavours



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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* (please circle)

↳ If no, are you eligible to work in Australia? *Yes No* (please circle)

Do you hold a current Blue Card issued by The Commission for Children and Young People and Child Guardian?

Yes Number: Expiry Date:/...../..... *No* (please circle)

↳ If no, are you eligible to apply for a Blue Card as per information available at The Commission for Children and Young People and Child Guardian website:
www.ccypcg.qld.gov.au/bluecard/employees/disqualification.html ? *Yes No* (please circle)

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 (please circle) 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
.....
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.....
.....

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:

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Qualifications (continued)

Other qualifications or certification: Do you have any other qualifications? Please include professional development, First Aid certification, Bible School 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 Pastor

Name: Position/responsibility:

Church: Preferred phone contact number:

Current Principal (If applying for your first teaching position, please provide contact details of your most recent practicum supervisors)

Name: Position/responsibility:

Church: Preferred phone contact number:

Previous Principal (If applying for your first teaching position, please provide contact details of your most recent practicum supervisors)

Name: Position/responsibility:

Church: Preferred phone contact number:

Other

Name: Position/responsibility:

Church: Preferred phone contact number:



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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?

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Give a brief account of your conversion and Christian experience.

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.....

Church Involvement: Are you an active member of a church? *Yes* *No* (please circle)

Church name: Pastor's name: Phone:

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

In what capacities do you serve in your church?

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Please list your involvement in other community activities.

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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?

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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 Good Shepherd Christian School?

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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:

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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?

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Previous employment

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

Most recent to least recent

From	To	Name of Employer	Responsibilities	Achievements	Reason for leaving

Duplicate this table if further space is needed



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Employment History (continued)

Skills and competencies

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

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

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.....

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

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Describe any customer service experience you have had:

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

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

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Describe your proficiency with technology, with a particular emphasis on technology in learning and your own professional development:

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.....

What would best describe your preferred learning style as an adult?

- Verbal Aural Logical Visual Physical Social
- Solitary

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

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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:

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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:
 Do you have a trade background? Please give details

Please give details of areas ticked above:

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The School 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* (please circle)

Have you supervised such school activities in the past? *No Yes* (please circle)

If yes, please give details:

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

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Other Information

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

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.....
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Have you ever been arrested for, or convicted of, any criminal act? *No Yes* (please circle)

If yes, please attach details

Do you have any outstanding criminal charges or enquiries against you before a court? *No Yes* (please circle)

If yes, please attach details

Do you have any outstanding criminal charges pending against you before a court? *No Yes* (please circle)

If yes, please attach details

Have you ever been formally accused of a crime related to children? *No Yes* (please circle)

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 Good Shepherd Christian School to make such investigations as Good Shepherd Christian School 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 Good Shepherd Christian School 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 I am invited for interview, I will be asked to supply proof of:
 - Eligibility to work in Australia, e.g. Australian Birth Certificate, or evidence of Permanent
 - Residency or working visa and passport
 - Qualifications listed herein
- If unsuccessful, Good Shepherd Christian School may store this information for up to twelve weeks and that Good Shepherd Christian School will not disclose any information enclosed herein to a third party without your consent.

Signature: Date: / /



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How to submit your application for employment:

Your application for employment will consist of the following:

- A cover letter briefly highlighting why you would like to join our School and how you will strengthen our school community
- This completed application form.

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

POST: The Business Manager, Good Shepherd Christian School, 185 Old Northern Road, Albany Creek QLD 4035

EMAIL: reception@gscs.qld.edu.au

DELIVER: 185 Old Northern Road, Albany Creek QLD 4035