

Application for Employment



Non-Teaching Staff Application

Name of applicant	
Position being applied for	

Please complete all sections in the application

Please also send with:

- A Cover page
- Your Resume or Curriculum Vitae
- A reference from your minister or pastor
- Certified copies of photo ID and all relevant qualifications

Dear Applicant,

Thank you for your interest in being employed with Trinity College Gladstone.

Please find enclosed:

- Job Description
- Application Form
- Appointment Criteria
- Person Specification
- Staff Lifestyle Requirements
- Statement of Faith

Trinity College is a Christian community with a commitment to quality teaching and learning for all. Our team work together in a highly professional manner with a commitment to excellence! All staff are valued and receive ongoing opportunities for professional development. The teaching and support staff work collaboratively when planning and delivering programs and are dedicated to achieving the highest professional standards.

Further general information is available from the College website: www.trinitygladstone.qld.edu.au and any further questions are welcomed to the email jennib@trinitygladstone.qld.edu.au

When developing your application please be sure to address the appointment criteria as outlined in this application pack. Please forward your completed form to:

The Principal
Trinity College
4 Archer Street,
Gladstone QLD 4680

or

jennib@trinitygladstone.qld.edu.au

Please be aware that due to the number of applications received only successful applicants will be contacted.

Thank you for your interest in our wonderful college!

Section 1: Non-Teaching Position Description

Trinity College Non-Teaching Position

Purpose:

- to support the provision of an education of high academic standards that is based on:
 1. an acceptance of the Lordship of Christ and
 2. an acceptance of the Bible as the revealed word of God as these are defined in the Confession of Faith of the School.
- to be a living example of College values:
 1. Living - living as a disciple of Christ and love others, as Christ loved us.
 2. Learning - life-long learning as a disciple of Christ and in professional development.
 3. Community – developing and leading others towards Christ in word and deed.

Accountability:

- This position is directly accountable to the Principal.

Relates to:

- Students
- Parents
- All Teaching Staff
- Teacher Aides
- Chaplains
- Administration Officers
- Principal

Attributes:

These are generally personal in nature and reflect the desired attributes of Staff.

- Have a personal faith and commitment to Jesus Christ.
- Demonstrate an ability to translate faith into practice.
- Act with integrity, loyalty, honesty, tolerance and compassion.
- Relate well with authority.
- Have a sense of humour.
- Actively participate in College staff worship and devotions.
- Demonstrate an ability to forgive and accept forgiveness.
- Demonstrate an acceptance of other people.
- Exhibit self-discipline.
- Demonstrate a willingness to learn.
- Exhibit a positive outlook on life.

General Skills:

The Applicant will be expected to:

- Communicate effectively with adults and students.
- Work as a member of a team.
- Maintain professional relationships with students, parents and staff.
- Honestly and persistently carry out self-evaluation of all aspects of his/her role.

For a detailed Position Description please email: jennib@trinitygladstone.qld.edu.au

Responsibilities:

Provided below are the general responsibilities for all employees at Trinity College.

- Maintain a high standard of work.
- Implement the school's Christian values and philosophy and other aspects of college life in a natural and spontaneous way that will foster faith.
- Demonstrate a willingness to contribute to the spiritual growth and fellowship of Trinity College.
- Attend worship and staff devotions as specified in the Employment Contract.
- Meet all school timelines.
- Attend in-service courses and out of hours school functions as required by the College.
- Be punctual on all occasions as far as possible, forwarding appropriate apologies when necessary.
- Be responsible with confidential matters.
- Maintain accurate records.
- Be aware and supportive of College Workplace Health and Safety (WHS) requirements.
- Carry out work practices in accordance with current Workplace Health and Safety requirements.
- Perform other duties as required.

Qualifications:

- Must possess relevant qualifications and/or experience befitting the role applied for.

Development:

All staff are expected to engage in an agreed program of:

- Spiritual development, which may include attendance at a conference or seminar, the reading of relevant books, study, attendance at a prayer retreat or other agreed means of development.
- Professional development, which may include attendance at a conference or retreat, a prayer retreat, the reading of relevant books, study or other agreed means of development.

Remuneration:

- The school pays salaries in excess of the Educational Services (Schools) General Staff Award 2010 and matches or exceeds the other conditions contained therein.

Appraisal and Review:

- Appraisal and review will occur annually.

APPLICATION FORM

Section 1: Personal Information

Personal particulars														
Title:		Mr.		Mrs.		Ms.		Miss		Dr.		Rev.		Ps.
Full Legal Name:														
Address:														
Email Address:														
Phone Number(s):								Preferred Time to Call:						
Marital Status:														
Nationality:														
Date of Birth:														
List any professional profiles, websites, social media you maintain:														

Current Employer			
Employer Name:			
Position:		Role:	
Phone Number:			
Do you consent to your current employer being contacted?		Yes	No
Do you consent to your previous employer being contacted?		Yes	No

Employment History			
Company	From	To	Responsibilities

Career Aspirations:

Describe your career goals, over the next five years?

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Qualifications (Please include year levels/ subjects qualified to teach)

Section 2: Christian Faith

Church Community			
Are you a member of a Church?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Name of Church you attend:			
Denomination:			
Minister's / Pastor's Name:			
In what capacity do you serve in your church?			

Give a brief account of your conversion and Christian experience?

How does being a Christian impact your daily personal and professional life?

What do you believe is the unique function of Christian Staff in a Christian school?

Section 2: Christian Faith continued

What principles guide you as a Christian working at Trinity?

What is your understanding of the Holy Trinity and how it operates?

Section: 3 Skills/ Competencies

In your application you will need to address each of the criteria providing evidence of current experiences. In your responses provide enough detail to unpack each of the criteria, as these responses frame the shortlisting process. Each criteria response is to be a short snapshot of how you are the best fit for the position.

Describe your proficiency and professional development around ICT and technology:

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List any special interests and/or educational advantages you may have:

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Outline your motivation for applying for this job:

--

In your role, what areas are you currently developing in and why?

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Section 4: Referees

If there needs to be more referees listed than the spaces provided below – please provide on a separate page:

Professional Referee			
Name:		Phone Number:	
Email:			
Relationship to person:			
Have they been informed of your application for this role?		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No

Professional Referee			
Name:		Phone Number:	
Email:			
Relationship to person:			
Have they been informed of your application for this role?		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No

Professional Referee			
Name:		Phone Number:	
Email:			
Relationship to person:			
Have they been informed of your application for this role?		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No

Professional Referee			
Name:		Phone Number:	
Email:			
Relationship to person:			
Have they been informed of your application for this role?		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No

Professional Referee			
Name:		Phone Number:	
Email:			
Relationship to person:			
Have they been informed of your application for this role?		<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No

In forwarding the names of referees, you are acknowledging that Trinity College Gladstone only holds personal information for the purpose of the job application. You acknowledge that we will do any relevant reference checks and obtain relevant information from past employers and/or other parties you provide particulars for. This will be done in an ethical and legal manner.

Section 5: Declaration / Undertaking

I understand that in providing this employment application I agree to the following:

1. I certify that the information given in this application and my curriculum vitae is to the best of my knowledge correct. I understand that this may be verified.
2. In accordance with the Privacy Act, I authorize Trinity College to obtain further information from the referees listed in this application and consent to the referees disclosing such information to the College.
3. I authorize Trinity College to make enquiries as they see fit in relation to my application and consent to the disclosure of information to Trinity College by such persons of whom enquiry is made on matters pertinent to the job description and teaching role.
4. Have you ever been convicted of an offence against the law (excluding minor traffic violations.)?

YES/NO - If 'yes' please supply details below.
5. I confirm that I have no pre-existing medical condition that may be aggravated by undertaking work associated with this position.
6. I understand that falsification of any details associated with this application may lead to the termination of my contract.

Name:		Date:	
Signature:			

Section 6: Confession of Faith

The Confession of Faith of the School is as follows:

- (a) 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.
- (b) We believe there is one God in whom there are three equal Divine Persons revealed as the Father, the Son and the Holy Spirit and who of His own sovereign will created the heavens, the earth and all that is contained within the Universe.
- (c) 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.
- (d) 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.
- (e) We believe that salvation from the penalty and consequence of sin is found only through the substitutionary atoning death and resurrection of the Lord Jesus Christ.
- (f) 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 in 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.
- (g) We believe Christ died for our sins, was buried and the third day rose from the dead. That He appeared to man who touched Him and knew His bodily presence and that He ascended to His Father.
- (h) 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.
- (i) 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 Judgement Seat of God to receive His judgement and eternal condemnation to Hell.
- (j) We believe in the actual existence of Satan who is the father of all evil and opposed to God although ultimately subject to the purpose of God and destined to be confined in Hell.
- (k) 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 and ministers through the co-operative exercise of God-given gifts by the entire membership. Each local community of believers is competent under Christ, as Head of the Church, to order its life without interference from any civil authority.

Name:		Date:	
Signature:			

Section 7: Staff Lifestyle Requirements

1. Trinity College Gladstone bases its teachings and beliefs on the Bible, both Old and New Testaments, which the School regards as the inspired and inerrant Word of God. These teachings are expounded in many of Trinity College Gladstone’s public and internal documents, both printed and on the school’s website, and viewable by staff as part of their appointment process. These documents inform our understanding of the lifestyle values which staff who work in this school are required (subject to the provisions of the *Anti-Discrimination Act 1991* [the Act]) to respect and maintain at all times, and should be understood as source documents, defining our doctrines, tenets, beliefs or teachings.
2. All staff of Trinity College Gladstone, regardless of their role, are required to be seen to conduct themselves in the course of, or in connection with their work, in a manner consistent with these principles and beliefs and in accordance with the Christian ethics of the School, as contained and interpreted in these documents, thus providing a specifically Christian role model and example to all the families associated with the School.
3. It is a genuine occupational requirement (subject to the provisions of the *Anti-Discrimination Act 1991*) of Trinity College Gladstone that, consistent with the Act, staff members must not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of Trinity College Gladstone. Nothing in their deliberate conduct should be incompatible with the intrinsic character of their position, especially, but not only, in relation to the expression of human sexuality through heterosexual, monogamous relationships, expressed intimately through marriage.
4. Staff are required to regularly and frequently attend a Christian church and to regularly and frequently support staff devotions and staff worship opportunities.
5. Where any staff member acts contrary to these lifestyle requirements, the Principal may attempt restoration, counsel, discipline and dismiss the employee.

Name:		Date:	
Signature:			