



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 and forward it with your curriculum vitae and cover letter to the Principal. www.admin@gscs.qld.edu.au

Name of applicant	
Position being applied for	Human Resources and Finance Officer
Date applications close	



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

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:

Working in Australia

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)

Working with Children Check (Blue Card)

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

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

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.bluecard.qld.gov.au/html? *Yes No* (please circle)

Personal Circumstances

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
.....
.....
.....
.....

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)

Other Qualifications

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
.....
.....
.....

Career Aspirations

Describe your career goals over the next ten years:

.....
.....
.....

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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.....
.....

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

Church name:

Skills and Competencies

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

.....



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

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.....

Referees

Please provide three referees, including one from your current pastor or church leader.

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.

Name: Position/responsibility:

Preferred phone contact number:

Name: Position/responsibility:

Preferred phone contact number:

Church referee (current pastor or church leader)

Name: Position/responsibility:

Church:

Preferred phone contact number:



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
 - Teacher registration
 - 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: / /

How to submit your application for employment:

Your application for employment will consist of the following:

- Curriculum Vitae
- 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, or deliver your application for employment to:

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

EMAIL: admin@gscs.qld.edu.au

DELIVER: 185 Old Northern Road, Albany Creek QLD 4035