



# Application Form : Non-Teaching Staff

**Physical Address**

22 Vittoria Road  
Glen Iris WA 6230

**Postal Address**

P O Box 7  
Bunbury WA 6231

Telephone: (08) 9726 4200 | Fax: (08) 9726 4210

Email: [admin@grace.wa.edu.au](mailto:admin@grace.wa.edu.au) | Website: [www.grace.wa.edu.au](http://www.grace.wa.edu.au)

*The information supplied in this application shall be treated in confidence and in accordance with the attached Privacy Statement.*

**POSITION APPLYING FOR:** \_\_\_\_\_

Relief (or)  Part-time \_\_\_\_\_ days per week (or)  Full time

*(Please tick appropriate boxes where required)*

## PERSONAL INFORMATION

Mr  Mrs  Miss  Other \_\_\_\_\_

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: H \_\_\_\_\_ M \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth \_\_\_\_\_ Country \_\_\_\_\_

Marital Status:  Married;  Single;  Separated;  Divorced If married, spouse's name: \_\_\_\_\_

Names and ages of children: \_\_\_\_\_

Are you aware of any health matters that might interfere with your duties?  Yes  No

If yes, give brief details: \_\_\_\_\_

Do you hold a Working with Children card?  Yes  No Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Are you currently employed?  Yes  No Employer: \_\_\_\_\_

If No: Previous employer: \_\_\_\_\_ Reason for termination: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

## CHRISTIAN BACKGROUND

How long have you known Christ as Lord and Saviour? \_\_\_\_\_ Are you an active member of a local church?  Yes  No

If so, which church? \_\_\_\_\_ In what capacity do you serve in your church? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Minister's name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**CHRISTIAN EXPERIENCE AND BELIEFS** (Where necessary please write your answers on a separate sheet of paper.)

What is your definition of a Christian and give a brief account of your Christian experience? \_\_\_\_\_

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

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Describe your understanding of the Trinity: \_\_\_\_\_

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Comment on who Jesus Christ is: \_\_\_\_\_

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How does the Bible and its teaching relate to your work? \_\_\_\_\_

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What do you think is the role of the church? \_\_\_\_\_

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What do you believe is the unique function of a Christian school? \_\_\_\_\_

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There are some areas where Christians differ in their beliefs. While the school does not demand uniformity in all these areas, it is important for us to know what you believe in the areas listed below.

- The second coming of Christ: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- Election and free will: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- Miracles today: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- Charismatic gifts (speaking in tongues): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TRAINING**

Name of Degree / Diploma/ Certificate	Issuing Institution	Country of issue	Year Completed

**WORKING EXPERIENCE**

*Please give details of your last four years of work.*

Year	Company	Position Held	No. of Years

Any further comments? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## REFERENCES

List below people who can testify to your character and ability. Please supply contact details below and attach:

- a reference from a recent Employer
- a reference from a Minister/Pastor
- a reference from a Personal Referee

### Professional References

Name	Relationship / Designation	Contact telephone number

### Personal / Character References

Name	Relationship / Designation	Contact telephone number

### Minister / Pastor

Name	Relationship / Designation	Contact telephone number

I, the undersigned hereby confirm that I am in full agreement with the Statement of Faith as attached; and that to the best of my knowledge, the information supplied in this application is true and correct.

Signed: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_

## CHECKLIST

With this Application Form please include the following:

- Selection Criteria (addressed in a covering letter)
- Curriculum Vitae;
- A recent photograph of applicant;
- Police Clearance Certificate (s);
- WWC Card (or copy of application submitted).
- Birth Certificate, or other identification; e.g. passport, or Marriage Certificate etc.
- Professional Qualifications, diploma, degree, etc.
- Details of other courses completed & relevant certificates
- References (At least: 1 x Personal, 1 x Professional and 1 x Pastor/Minister)

1. 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.
2. We believe there is one God in whom there exists 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.
3. 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.
4. We believe all men are in a fallen, sinful and lost condition through the rebellion of Adam and Eve who were created without sin. In this state of depravity they are helpless to save themselves and are under the condemnation of God to eternal punishment in hell.
5. 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.
6. 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.
7. We believe Christ died for our sins, was buried and on 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.
8. 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.
9. 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.
10. We believe in the actual existence of Satan who is the father of all evil and opposed to God, although ultimately subject to the purposes of God, and destined to be confined forever in hell.
11. 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 cooperative 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.
12. We believe there are two ordinances instituted by the Lord Jesus Christ: Baptism; and the Lord's Supper.



## Vision and Mission Statement

Our vision is to be a Christian educational community of excellence, assisting in the development of young people who reflect the attitudes, authority and actions of Christ.

Our mission is to:

- Encourage students to have a personal relationship with Jesus Christ
- Develop lives of character based on biblical principles
- Equip you people to positively influence the wider community
- Develop the highest expression of an individual's gifts, talents and abilities
- Assist parents in the education of their children
- Pursue excellence in education
- Provide resources, facilities and staff to implement that vision.



## Privacy Statement

In applying for this position you will be providing Grace Christian School with personal information. The school requests and holds personal information as necessary to satisfy the schools need to make employment decisions and to discharge our legal obligations. If you provide us with personal information, for example, your name and address or relevant information contained on your resume, we will use the information in order to assess your application.

You agree that we may store this information for up to two years if your application for employment is not initially successful. (If you wish your information to be destroyed before two years, please advise us in writing.)

You may seek access to personal information that we hold about you. However, there will be occasions when access may be denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We usually disclose this kind of information to Dreambuilders Church Bunbury as the owner of Grace Christian School. However, we will not disclose this information to another third party without your consent.

If you provide us with the personal information of others, we encourage you to inform them:

- That you are disclosing that information to the School and why, so that they can access that information if they wish;
- That the School does not usually disclose the information to third parties and that we may store their information for two years.