



**HOPE**  
**CHRISTIAN COLLEGE**  
A Ministry of Craigmore Christian Church

**EMPLOYMENT  
 APPLICATION FORM**

Position(s) applied for .....

Date .....

**Applicant's Personal Information**

Name .....

Address ..... Postcode .....

Phone ..... Mobile .....

Email .....

Place of Birth .....

If you are not an Australian citizen, please provide relevant details of your eligibility to work in Australia .....

**Christian Background**

What local church do you regularly attend? .....

Pastor's name..... Phone .....

Are you active in your church?  Yes  No

In what capacity? .....

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

Detail your Christian faith journey (your testimony) .....

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

## Inherent Requirements of the Position

The following question relates to your ability to perform the inherent requirements of the position you are applying for. Prior to answering the question, please read the job description carefully and direct any queries you may have through the EA to the Principal. This question is asked so Hope Christian College does not place you in an environment, or give you tasks, which could lead to physical or psychological harm. Hope Christian College is committed to providing and maintaining, so far as practicable, a working environment that is safe and without risks to health for its staff members. Where any issues are raised which could affect your ability to perform the inherent requirements of the position, you may be asked to participate in a medical assessment, to advice on your medical or functional suitability for the roles and/or whether any adjustments to the working environment may be reasonable appropriate to all you to perform work. Hope Christian College is committed to equal opportunity in employment.

Do you have any physical or mental health problems which could affect your ability to carry out the duties of the position or the safety and wellbeing of the students in your care?

Yes                       No

If yes, please provide relevant details .....

## Teaching Credentials

Do you have a S.A. Teacher's Registration Certificate?

Yes  Registration No: .....

Application is pending

What is/was your last/present position? .....

When did you resign/or intend to resign? .....

## Graduate Applicants

Please provide copies of your most recent teaching Practicum reports and your academic transcript to date.

## Referees

List below Professional and Christian character referees. Please include your Pastor and if possible a Principal or Supervisor under whom you have worked recently.

Christian references

Name	Church/Position	Telephone

Professional References

Name	School/Position	Telephone

**CHILD SAFE ENVIRONMENTS DECLARATION**

**I have never:**

- 1. Been charged or convicted with dishonesty or a sexual offence or an offence against the person of a student or child or;
- 2. Been dismissed from any employment or had my services as a volunteer or consultant terminated on the grounds that I was involved in improper conduct with a student or child; or
- 3. Retired or resigned from any employment, consultancy or volunteering activity following allegations that I was involved in improper conduct with a student or child; or
- 4. Been advised by any employer or organization that my name has been included on a list of those not to be employed or used as a volunteer or consultant on a child-related area of activity.

If you cannot answer **NO** to any or all of the above questions please provide details of any convictions or charges.

**I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act (1936)*.**

Where no *SA Teachers Registration Certificate* is supplied, this application must be accompanied by a current:

- Working with Children Check
- Responding to Abuse and Neglect (RAN) Training Certificate

Signature .....Date .....

**APPLICATION**

Having read the *HCC College Purpose and Vision and Role Statement* (available on the College website) and agreeing with them, I hereby make application for an employment position at Hope Christian College declaring the content of this application to be true and correct.

Signature .....Date .....

## CHECKLIST

Email all employment applications to Mrs Jenny Harrison (EA to the Principal) via email: [jenny.harrison@hopecc.sa.edu.au](mailto:jenny.harrison@hopecc.sa.edu.au). To be considered for this position please ensure you have included all of the following attachments.

**Employment Application Form** – signed and dated.

**Cover Letter**

Please attach a cover letter of not more than two pages discussing:

- your teaching philosophy and ambitions
- your suitability for the position.

**Resume**

Please attach your current resume which must include:

- your relevant degrees and tertiary qualifications (with major and minor fields of study)
- details of any Bible College or Christian Education courses you have undertaken
- details of other relevant employment experience you have had
- whether you are currently studying.
- Additionally, for teaching position applications:
  - your teaching experience including subjects and year levels taught
  - FTE years of teaching (including your last year of teaching).

**Current Child Safe Environments documents**

- Working with Children Check
- Responding to Abuse and Neglect (RAN) Training Certificate
- First Aid training (optional).

**Other relevant documents where appropriate:**

- graduate applicants most recent teaching Practicum reports
- any other documents alluded to in the *Employment Application Form* (e.g. Visa information for non-Australian citizens).