

## APPLICATION FOR REGISTRATION SUPPORT AND ADMINISTRATION RELIEVER POOL

Applications are sought from suitably qualified people to be placed on a pool of casual relievers to be available to fill in for or supplement existing support staff for a variety of support positions within the School. As the nature of the relief work is irregular, individual applicants may or may not be engaged according to their experience and qualifications held, and the occurrence of vacancies to be covered.

### Your privacy

The School respects the confidential nature of the personal information you are providing in this application for employment. Towards the end of this application form, you will find the School's Employment Collection Notice. Please read this carefully.

You can access the School's Privacy Policy from the School's website [www.tyndale.sa.edu.au](http://www.tyndale.sa.edu.au) or by contacting the School by telephone, email, post or in person.

### PERSONAL INFORMATION:

<b>Position applying for:</b> Support staff relief pool			
Name:			
Address:			
Postcode:		email	
Phone	(Home)	(Business)	(Mobile)
General state of health:			
Have you ever been arrested or convicted for any criminal act?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details:			
Are you an Australian citizen or a permanent resident of Australia or a New Zealand citizen who entered Australia on a current New Zealand passport? (You may be requested to provide supporting evidence)			<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, confirmation of your eligibility to work in Australia is required, including full details of your visa.			
Are you directly related to a current Tyndale Christian School staff member?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a current (within 24 months) National Police Certificate?			<input type="checkbox"/> Yes <input type="checkbox"/> No

**CHRISTIAN EXPERIENCE AND BELIEFS:**

Give a brief account of your Christian experience and conversion:		
What is your local church affiliation?		
Minister/pastor's name:		
Church address:		
Postcode:		Church email
Church phone	(Business)	(Other)
Are you active in your church? <input type="checkbox"/> Yes <input type="checkbox"/> No		
In what capacities?		

**AREA OF INTEREST:**

Please indicate the role(s) that you are qualified or experienced to provide:

<input type="checkbox"/> Library	<input type="checkbox"/> Kitchenhand	<input type="checkbox"/> Canteen
<input type="checkbox"/> Clerical / Office	<input type="checkbox"/> Buildings/Grounds	<input type="checkbox"/> Learning support
<input type="checkbox"/> Excursion / camps	<input type="checkbox"/> Uniform Shop	<input type="checkbox"/> Classroom support
<input type="checkbox"/> Home Economics (cooking, sewing)	<input type="checkbox"/> Tech. Studies (wood & metal)	
<input type="checkbox"/> Art & craft	<input type="checkbox"/> P.E.	<input type="checkbox"/> Bus driver
Other (please specify):		

Please indicate the days that you are available, morning and afternoon, between 8:30am and 3:30pm:

Monday	<input type="checkbox"/>	a.m	<input type="checkbox"/>	p.m.	Comment.....
Tuesday	<input type="checkbox"/>	a.m	<input type="checkbox"/>	p.m.	.....
Wednesday	<input type="checkbox"/>	a.m	<input type="checkbox"/>	p.m.	.....
Thursday	<input type="checkbox"/>	a.m	<input type="checkbox"/>	p.m.	.....
Friday	<input type="checkbox"/>	a.m	<input type="checkbox"/>	p.m.	.....

## EDUCATIONAL PREPARATION

---

List educational institutions attended (“see resume” is not sufficient)

Name of institution	Course name	Graduation year	Major	Minor

List relevant current certificates or training attended (“see resume” is not sufficient)

Certificate / training	Provider organisation	Year	Comment
Senior First Aid			
First Aid for Centres and Schools			
Mandatory Notification			

## PROFESSIONAL or VOLUNTEER EXPERIENCE:

---

List most recent experience first (“see resume” is not sufficient)

Employer	Complete address	Type of work	FT or PT P or V (note 1)	Dates: mm/yy		Reason for leaving
				Start	End	

Note 1: Please indicate whether position was full-time (FT) or part-time (PT), or professional (P) or volunteer (V).

For each category below, please indicate the length of time and the last time that you performed the task.

<b>Role</b>	<b>Length of experience / last date performed</b>
Receptionist / Customer Service:	
Data entry:	
Photocopying, binding, laminating:	
Accounts / finance:	
Secretarial:	
Other office experience:	
Retail:	
IT support:	
Art and craft:	
Drama:	
Music:	
Cooking / catering:	
Sewing:	
Woodwork, metalwork:	
Drama:	
Science:	
P.E.:	
Sound / lighting:	
Other:	

Please indicate your experience and level of proficiency with computer software:

<b>Software</b>	<b>Version</b> (please circle)	<b>Proficiency</b> (please circle)	<b>Years used</b>
Windows	95 / 98 / 2000 / ME / XP / 7 / 8	Basic / Intermediate / Advanced	
Word		Basic / Intermediate / Advanced	
Excel		Basic / Intermediate / Advanced	
Powerpoint		Basic / Intermediate / Advanced	
Access		Basic / Intermediate / Advanced	
Publisher		Basic / Intermediate / Advanced	
Outlook		Basic / Intermediate / Advanced	
Other .....		Basic / Intermediate / Advanced	

**REFERENCES:**

Give names contact details of at least one professional and two character references. (Do not use relatives as references)

Name	Address	Telephone
		(B)
		(M)
		(B)
		(M)
		(B)
		(M)
		(B)
		(M)

Please read the following carefully, as they are the vision, mission, core purpose, statement of faith and core values of Tyndale Christian School.

**VISION:**

*"To be a Christian community that fosters innovation and excellence in its programs for the academic, vocational and physical development of students; nurtures spiritual and emotional growth and prepares students to move into life beyond the School, confident and competent in their chosen field, and with an understanding of their spiritual and social responsibilities to the local, national and international communities to which they belong."*

**MISSION:**

*"To identify, encourage and develop the potential in each child through:*

- *effective selection, training and retention of staff to develop and deliver a balanced, best-practice program of learning which is integrated throughout the student's time at the school*
- *building a community based on relationship with God and each other where the character of Christ is valued, developed and displayed."*

**CORE PURPOSE:**

*"To provide an excellent, inclusive Christian education that equips our students to serve God and His world".*

**STATEMENT OF FAITH:**

We believe in -

1. One God eternally existent in three Persons; Father, Son and the Holy Spirit.
2. The sovereignty of God in creation, providence, redemption, revelation and final judgement.
3. The Divine inspiration of the original documents of the Bible (66 books), its entire trustworthiness, sufficiency and supreme authority in all matters of faith and conduct.
4. The Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death on the cross as our representative and substitute, and only sin-bearer, in His bodily resurrection, His ascension to the right hand of the Father, in His mediatorial work and in His personal, visible return in power and glory.
5. The sinfulness and guilt of all mankind, rendering them subject to God's wrath and condemnation.
6. Justification of the sinner by the grace of God through personal faith in Christ alone, and regeneration by the Holy Spirit.
7. The receiving and indwelling of the Holy Spirit at conversion, and His continuing work in the heart and life of the believer.
8. The only holy Universal Church, the body of which Christ is the Head, to which all true believers belong.
9. The bodily resurrection and judgement of all mankind, the believer to life everlasting and the unbeliever to eternal damnation.

## CORE VALUES:

---

These core values are:

- *To love the Lord God with all our heart, mind, soul and strength.*
- *To actively live a life intent on pleasing God and worthy of the sacrifice of Jesus, through the grace that has been given to all who believe.*
- *To actively and regularly participate in the life of a local church community.*
- *To love others wholeheartedly. This includes:*
  - *Being just and fair in all dealings with other people, regardless of race, belief, gender, or disability, recognising that every person has been fearfully and wonderfully made by God.*
  - *Acting with integrity in all situations.*
  - *Being temperate in both speech and action.*
  - *Handling disputes or grievances in a God honouring and biblical manner.*
  - *Affirming and displaying the School's key values of Respect, Integrity, Service and Excellence*
- *To honour the sanctity of marriage, recognising that it is a life-long commitment between a man and a woman, and that sexual intimacy is reserved for marriage alone.*
- *To honour and treasure the sanctity of life.*

## EQUAL OPPORTUNITY POLICY: (Extract)

---

*The School is an institution conducted in accordance with the doctrines, tenets, beliefs and teachings of the Christian religion, and the requirements of this Policy are included in good faith to avoid injury to the religious susceptibilities of adherents of the Christian faith.*

*It is an inherent, genuine occupational requirement that:*

- (i) *all staff members are required to actively and regularly attend a Christian church;*
- (ii) *all teachers are required to actively and regularly participate in, and when required, be able to lead and support student, staff and parent devotions and worship services held at the School;*
- (iii) *are required to be seen to conduct themselves in a manner consistent with the doctrines, tenets and beliefs and in accordance with the Christian ethos of the School, as contained and interpreted in the A2.02 Statement of Faith and A2.01 Vision, Mission, Core Purpose and Values documents, thus providing a specifically Christian role model and example to all students and families associated with the School; and*
- (iv) *must not act in a way that he/she knows, or ought reasonably to know, is contrary to the religious beliefs of the School stated in policy A2.01 Vision, Mission, Statement of Faith, Core Purpose and Core Values. Nothing in his/her deliberate conduct shall be incompatible with the intrinsic character of the position.*

The above is an extract of the Equal Opportunity Policy of Tyndale Christian School. For a full copy, please contact the Business Manager on (08) 8250 7655 or email [tyndale@tyndale.sa.edu.au](mailto:tyndale@tyndale.sa.edu.au)

## EMPLOYMENT COLLECTION NOTICE

---

1. In applying for a position with the School, you will be providing the School with personal information, including sensitive and health information.
2. In the course of gaining employment with the School, or through employment, you may provide the School, and the School may collect, either directly or indirectly, health information. Health information about employees is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide health information about yourself from time to time.
3. The School's Privacy Policy sets out how you may seek access to personal information collected about you and how you may complain about a breach of privacy and how the School will deal with such a complaint. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. The School will occasionally use outside experts or consultants to assist the School with recruitment and appointment. In these circumstances, our contractual agreements with these parties will require the same commitment to your privacy as the School gives you. We will not disclose this information to any other third party without your consent.
5. The School has a policy of conducting employment screening checks, including:
  - character and professional references
  - criminal history checks
  - checks for Apprehended Violence Orders or similar records under child protection laws

We may also collect personal information about you in accordance with these laws.

6. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
7. If you provide the School with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and the reasons, so that they can access that information if they wish, and that the School does not usually disclose the information to third parties.
8. The School can be contacted as follows:

Tyndale Christian School  
50 Fern Grove Boulevard  
Salisbury East SA 5109  
Ph. 08 8250 7655  
Fax 08 8281 7951  
[employment@tyndale.sa.edu.au](mailto:employment@tyndale.sa.edu.au)

**I have read and understood the Employment Collection Notice.**

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

**APPLICATION:**

---

Having read and supporting the Vision, Mission, Core Purpose, Statement of Faith, Core Values and Equal Opportunity Policy of Tyndale Christian School, I hereby make application for the position shown on the front of this form.

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

**Please attach a copy of your resume and other documents that you feel will be of assistance with this application.**