

Emmaus Christian School
STAFF APPLICATION FORM



(recent photo)

Personal Information

Surname:.....First Names:.....

Address:.....

.....

Contact Telephone:.....or.....

Email:

Date of Birth:Place of Birth:

Australian Citizen: YES NO. If no, please provide details of Passport, Visa, etc with this application.

Christian Background

How long have you known Christ as Lord and Saviour?

Are you an active member of a local church? If so, which church?.....

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In which capacities do you serve in your church?.....

.....

Minister's Name: Telephone No:.....

Summary of Qualifications

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On the basis of the information provided in the form and the following pages, I hereby apply for a staff position. I am in full agreement with the Confession of Faith as set out in the enclosed statement. I am happy for a police check to be made about me.

Signed:..... Date:.....

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Referees

List below people who can testify as to your character and professional experience and attach a copy of at least one current reference from each category. If possible, include a minister/pastor and school principal/supervisor under whom you have worked recently.

Character References

Name	Relationship	Length of relationship	Telephone No.

Professional References

Name	Relationship	Length of relationship	Telephone No.

Christian Experience and Belief

What is your definition of a Christian?

What are your views about the Bible?

What do you believe makes a Christian School?

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Training and Experience

Please give details of your last four years of work experience:

Year/s	Organisation/Role

Please detail any other experience in a financial role:

Year/s	Organisation/Role

What other employment or other relevant experience have you had?.....

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Professional Approach

Please describe your Working philosophy:

Please describe your Communication style:

Please provide details of any key achievements in your other roles starting with your most current role:

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If applying for an Administrative position, have you had experience with any Financial Accounting software? YES NO.

If YES, was it

QuickBooks Pro

MYOB

Other. Please detail:

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Please give the reason for your leaving any employment you have had in the last 5 years:

With the Staff Application Form please include any supporting documentation. This **may or may not** include copies of all of the following:

- Curriculum Vitae/Resume;
- Other identification e.g. photocopied passport, Marriage Certificate etc, where necessary;
- Character and professional references;
- Other references;
- Details of other courses completed;
- A recent photograph to fix to the front of the application.

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FOR OFFICE USE ONLY:

Name:.....

Address:.....

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Phone:.....

Confirmation of past employments included: Yes No

Qualifications:.....

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Experience (full year equivalent):.....

Description of status: Full-time Perm. Temporary

Part-time Casual (on call)

Rate of Pay:.....

Starting Date:.....