

## Application Form – Non-Teaching Position

Freshwater Christian College’s policy is to employ staff who are suitably qualified for the position they are applying for, and who can support the mission of the College. Please complete all questions of this application. You are advised to retain a copy of the completed form for your own records.

### Personal Information

Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Citizenship/Residency Status: Are you an Australian citizen or a permanent resident of Australia?

Yes  No

If no, please attach a statement giving details of your residency status and provide a copy of a valid working visa.

### Previous Employment

From Month and Year	To Month and Year	Name of Employer	Type of Organisation	Position Held	Reason for leaving

**Position Applied for**

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**Selection Criteria**

The selection criteria can be found in the Job Description of the position that you are applying for, located at <https://fcc.qld.edu.au/employment/>

Explain how you meet each of the Essential Criteria and, if possible, the Highly Regarded Criteria of the role:

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*attach additional pages if required*

### Professional Training and Qualifications

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Course	Training Provider	Date of Completion

b) Other training or experience that you may have undertaken which may assist you in the position applied for.

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c) Why do you believe you are suited to this particular position?

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## Blue Card

All non-teaching staff employed by Freshwater Christian College are required to hold a Queensland Blue Card.

It is an offence for a disqualified person to sign a blue card application. Penalties of up to five years imprisonment or a fine of up to \$55,000 may apply. A person is disqualified from applying for a blue card if they:

- have been convicted of a disqualifying offence irrespective of the penalty imposed (including child-related sex or pornography offence, or the murder of a child), or
- are a reportable offender with current reporting obligations under the Child Protection (Offender Reporting) Act 2004, or
- are subject to a child protection offender prohibition order, or
- are subject to a disqualification order prohibiting them from applying for or holding a blue card, or
- are subject to a sexual offender order under the Dangerous Prisoners (Sexual Offenders) Act 2003.

Do you have a current/valid Queensland Blue Card?      Yes                         No  

If No, are you aware of any reason that would prevent you from applying and being approved for a Blue Card?

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*attach additional pages if required*

## Pre-existing injury or illness

Do you have any pre-existing injuries or medical conditions that could reasonably be expected to be aggravated by performing the duties detailed in the job description of the position you are applying for?

Yes                         No  

If yes, please provide all details.

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*attach additional pages if required*

It is important to note that under the Workers Compensation and Rehabilitation Act 2003 a person who knowingly supplies false or misleading information to a prospective employer will not be entitled to any compensation or damages for any event that aggravates the non-disclosed pre-existing injury or condition.

Freshwater Christian College reserves the right to request you undergo a medical examination if they are concerned that illness or injury may affect your ability to perform your duties or may cause a risk to your health and safety or to that of others in the school.

**College Mission**

Briefly outline how you could support the mission of the College:

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**Church Affiliation**

Please give your views on what it means to be a Christian:

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Which church do you attend?

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How frequently do you attend church?

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Give details of any church activities in which you have been involved:

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Freshwater Christian College is a ministry of Freshwater Church, a member of Australian Christian Churches (ACC). However, employees come from a wide variety of church backgrounds. Briefly describe your views on Christian unity:

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### Other Details

Please list any further information you wish to provide to support this application:

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### Referees

Please list the required details for three referees, who may be contacted in connection with your application. (Written references may also be attached.)

You must also provide a currently written reference from your Pastor or Minister.

i) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

ii) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

iii) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Staff Lifestyle Requirements

In applying for any position of employment at Freshwater Christian College, you must read and affirm your understanding of and acceptance of these staff lifestyle requirements below:

1. Freshwater Christian College bases its teachings and beliefs on the Bible, both the Old and New Testaments, which the College regards as the inspired and inerrant Word of God. These teachings are expounded in many of Freshwater Christian College's public and internal documents, both printed and on the school's website and viewable by staff as part of their appointment process. These documents inform our understanding of the lifestyle values that staff who work in this school are required to respect and maintain.
2. All staff of Freshwater Christian College, regardless of their role, are required to be seen to conduct themselves in a manner consistent with these principles and beliefs and in accordance with the Christian ethics of the College, as contained and interpreted in these documents, thus providing a specifically Christian role model and example to all the families associated with the College.
3. Staff are required to refrain from acting in the course of their work or in doing something connected with their work in a way that they know or ought reasonably to know is contrary to the religious beliefs of Freshwater Christian College.

4. It is a genuine occupational requirement of Freshwater Christian College that all staff members, in the course of, or in connection with their work, act in a way that is consistent with the Christian beliefs of Freshwater Christian College. Whether directly during school hours of duty or not, nothing in their deliberate conduct should be incompatible with the intrinsic character of their position. In the expression of human sexuality, for example, this includes deliberate choices for heterosexual, monogamous relationships, expressed intimately through marriage between one man and one woman. From the College's perspective, living in a de-facto living arrangement does not conform to this definition.
5. Staff are required to regularly and frequently attend a Christian church and to regularly and frequently support staff devotions and staff worship services.
6. Where any staff member acts contrary to the requirements of these clauses, and it becomes publicly damaging to the College, the Principal may call the staff member to account. Such contrary action would be regarded to have occurred if a staff member were to act in a way that openly embarrassed the College and/or where such action was incompatible with the responsibilities they have towards their work colleagues and/or the students and families of the College. The College may initiate due process, including an attempt at restoration, and may also include disciplinary measures including termination of employment.
7. As an employee of Freshwater Ministries we believe in always speaking well of and serving the vision, purpose, and values of Freshwater as a whole.

### **Statement of Faith**

In applying for any position of employment at Freshwater Christian College, you must affirm your belief in, and acceptance of the Statement of Faith below.

The foundation and guiding principle of Freshwater is the Bible, which we hold to be in its entirety the infallible revelation of God. We hold the following summary truths as fundamental and self-evident teachings from the Word of God:

- We believe that the Bible is God's Word. It is accurate, authoritative, and applicable to our everyday lives.
- We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son, and God the Holy Spirit. He is totally loving and completely holy.
- We believe that sin has separated each of us from God and His purpose for our lives.
- We believe that the Lord Jesus Christ as both God and man is the only One who can reconcile us to God. He lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life.
- We believe that in order to receive forgiveness and the 'new birth' we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives.
- We believe that in order to live the holy and fruitful lives that God intends for us, we need to be baptised in water and be filled with the power of the Holy Spirit. The Holy Spirit enables us to use spiritual gifts, including speaking in tongues, which is the initial evidence of baptism in the Holy Spirit.
- We believe that God has individually equipped us so that we can successfully achieve His purpose for our lives which is to worship God, fulfill our role in the Church and serve the community in which we live.
- We believe that God wants to heal and transform us so that we can live healthy and prosperous lives in order to help others more effectively.

- We believe that our eternal destination of either Heaven or hell is determined by our response to the Lord Jesus Christ.
- We believe that the Lord Jesus Christ is coming back again as He promised.

### General

- a) Please note that all costs associated with an application should be borne by the applicant. Any costs associated with an interview should be negotiated before they are incurred. On receipt of this form and after processing, suitable applicants will be called for interviews.
- b) Please note that Freshwater Christian College is a smoke-free environment. All employees are required to refrain from smoking whilst undertaking duties for the College.
- c) Freshwater Christian College is committed to the safety and protection of children and to the prevention of harm to children. To this end, the College has a Code of Conduct (Child Protection) for all staff of the College, to which staff are required to assent and by which staff must abide.
- d) The probation for all positions will be six (6) months.

### Declaration

I certify that the information contained in this application is a true and correct statement of my particulars, qualification/s, training, experience, and competencies. I have attached copies of all necessary documents to support my stated qualifications and experience.

I hereby give my permission for you to make such investigations, as you deem necessary regarding the above information.

I understand that any misrepresentation or material omission made herein or in any other documentation requested would make me liable for termination of services.

I consent to Freshwater Christian College undertaking relevant background checks.

I understand Freshwater Christian College is a ministry of Freshwater Church. I consent to the Senior Pastor (or his representative) reviewing my application and supporting documents and contacting me to discuss my application.

I declare that I do not have a criminal record.

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



## Employment Collection Notice

1. In applying for this position you will be providing Freshwater Christian College with personal information. We can be contacted at 369-401 Brinsmead Road, Brinsmead, Qld, 4870 or 07 4243 3600 or [hr@fcc.qld.edu.au](mailto:hr@fcc.qld.edu.au)
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. Freshwater Christian College's Privacy Policy, accessible on Freshwater Christian College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information that Freshwater Christian College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to collect information under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. Freshwater Christian College may use online or 'cloud' service providers to store personal information and to provide services to Freshwater Christian College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about Freshwater Christian College's use of online or 'cloud' service providers is contained in Freshwater Christian College's Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Freshwater Christian College and why.

## Application Lodgement

Please forward this completed Application Form, your current Resume, copies of qualifications, and supporting documentation, including copies of references and qualifications to:

[hr@fcc.qld.edu.au](mailto:hr@fcc.qld.edu.au) or

Executive Assistant to Principal, Freshwater Christian College, PO Box 643, Redlynch, QLD, 4870