



EMPLOYMENT APPLICATION INSTRUCTIONS

PRE-READING:

1. Kingsway Christian College Mission, Vision & Values Statement
2. Position Description and Selection Criteria if applying for an advertised vacancy

APPLYING FOR A VACANCY:

Teaching Applications must include:

- Teacher Application Form
- Cover letter
- Responses to Position Selection Criteria (Applications may not be considered if this is not supplied)
- Current church Pastor's written reference
- Certified copies of qualifications, reference letters (if available), and statements of employment service
- CV
- Copies of valid clearances as follows:
 - Eligibility to work in Australia (Australian passport, Australian Citizenship Certificate or permanent residency visa);
 - Teacher Registration Board of WA registration letter;
 - Department of Education (WA) criminal history clearance (no more than 3 months old) preferred. Alternatively, National Police Checks available within 24 hours from <https://cvcheck.com> ;
 - Working With Children Check card or willing to apply if appointed.

Non-Teaching Applications must include:

- Admin & Support Staff Application Form
- Cover letter
- Responses to Position Selection Criteria (Applications may not be considered if this is not supplied)
- Current church Pastor's written reference
- Detailed CV
- Certified copies of qualifications
- Copies of valid clearances as follows:
 - Evidence of eligibility to work in Australia (Australian passport, Australian Citizenship Certificate or permanent residency visa);
 - Department of Education (WA) criminal history clearance (no more than 3 months old) preferred. Alternatively, National Police Checks available within 24 hours from <https://cvcheck.com> ;
 - Working With Children Check card or willing to apply if appointed.

ADDITIONAL INFORMATION:

- **Christian Faith:** A current Church Pastor's written reference is an application requirement.
- **Child Protection:** Recruitment processes and procedures reflect Kingsway's commitment to child protection.
- **Referee Checks:** Conducted on all candidates prior to an offer of employment being made. If you request contact is not to be made with the current employer / Principal, please supply your reason for such a request.
- **Induction:** All new employees are required to participate in staff induction sessions and to complete required College training sessions.

SUBMITTING APPLICATIONS:

- Do not send original documents.
- Scanned electronic applications are preferred. Please email all application submission documents to HR@kcc.wa.edu.au .
- Applications will also be accepted by mail or in person. Please address your application to Human Resources Manager, Kingsway Christian College, 157 Kingsway, Darch WA 6065
- Certified Copies: Evidence of Qualifications should be in the form of certified copies of original qualifications and Statement of Results if possible. Qualifications will be verified on the relevant University website.
- Teaching - Statements of Employment Service must be an original official dated letter from the previous employer or school authority stating evidence of relevant experience covering the following items:
 - The name of the employer/school.
 - Position held and status (permanent/ temporary/ casual) and relevant workload (e.g. 0.25FTE)
 - Commencement and cessation dates.
 - Periods of leave without pay, and maternity leave.
- **Closing date.** The application closing date and time are specified in the position description on the Current Positions page of the College website. It is highly recommended that you begin your application submission early, in order to ensure you have enough time to prepare and submit the necessary documents.
- **Late applications may not be accepted by the Selection Panel.**
- After the closing date the Selection Panel will develop a short list and suitable candidates will be invited to attend an interview. At the end of the interview process all candidates will be advised regarding the success of their application.

FURTHER INFORMATION:

Please contact the HR department for any additional queries:

- Phone: (08) 9302 8777 (reception) / (08) 9302 8720 (direct)
- Email: HR@kcc.wa.edu.au