



## APPLICATION FORM

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<b>Date:</b>	<b>Position Title:</b>	INSTRUMENTAL MUSIC TUTOR (CASUAL)
<b>How did you hear about this position?</b>	West Australian Newspaper <input type="checkbox"/>	Local Community Newspaper <input type="checkbox"/>
	Seek.com.au <input type="checkbox"/>	College Website <input type="checkbox"/>
	College Newsletter <input type="checkbox"/>	Staff Member / Friend <input type="checkbox"/>
PERSONAL DETAILS (PLEASE PRINT):		
<b>Full Name:</b>		
<b>Address including Postcode:</b>		
<b>Contact Phone Number:</b>		
<b>Email Address:</b>		
<b>Current Employer:</b>		
<b>Current Position Title/Classification:</b>		
<b>Length of Service</b>		
<p><b>The following information is being sought to assess your ability to perform the essential duties required of the position:</b></p> <p>Have you ever had any disability, serious illness or disease which might prohibit you from performing safely the duties required of the position? <span style="float: right;">YES      NO</span></p> <p>If "Yes please give details:</p> <p>Have you ever claimed workers' compensation for injuries which might have any effect on your ability to perform safely the duties required of the position? <span style="float: right;">YES      NO</span></p> <p>If "Yes please give details:</p>		
<p><b>Important Notice:</b></p> <p>Section 79 of the Workers' Compensation and Rehabilitation Act 1981 states:</p> <p><i>Where it is proved that the worker has, at the time of seeking or entering employment in respect of which he claims compensation for a disability, wilfully and falsely represented himself as not having previously suffered from the disability a dispute resolution body may in its discretion refuse to award compensation which otherwise would be payable.</i></p>		

**EMPLOYMENT CLEARANCE CHECK:**

Provide details of Working With Children Check Card No.: \_\_\_\_\_ Card Expiry Date: \_\_\_\_\_


Have you ever been convicted of any criminal offense? YES NO

**(NOTE: You MUST ATTACH a Criminal History Check (Part Exclusion) to this application, obtained through the Department of Education and Training, no more than 3 months old.)**

Have you ever been convicted of a criminal offense relating to:

- (a) offenses against morality involving a victim under 18 years of age
- (b) homicide, suicide, concealment of birth
- (c) offenses endangering life or health
- (d) sexual offenses involving a victim under 18 years of age
- (e) offenses against liberty
- (f) child stealing
- (g) desertion of children

which has been spent or has lapsed? ..... YES NO

 If "YES", please attach documentation.

List all other names by which you have been known:

Use this space to add any personal details, relevant to your application, which you wish to submit:

**EDUCATION DETAILS:**

CERTIFICATE, DIPLOMA, DEGREE	NAME OF INSTITUTION	YEAR COMPLETED

Courses currently being studied:

**INSTRUMENT TEACHING EXPERIENCE:**

DATES	EMPLOYER (Name of School/Private tuition)	INSTRUMENT TAUGHT	LEVEL TAUGHT (Beg. Inter. Adv. Other)

**CHRISTIAN BACKGROUND AND BELIEF:**

Name the church/parish you currently attend:

In what capacities do you serve in your church?

Minister's name:

Church contact details:

Church address:

**Please provide information on your Christian belief background:**

What is your understanding of what it means to be a Christian?

**CHARACTER REFEREE DETAILS:**

List Name, Address and Contact Phone Details of three (3) Character Referees:

**EMPLOYMENT REFEREE DETAILS:**

List Name, Address and Contact Phone Details of three (3) Employee Referees:

**PRIVACY NOTICE:**

**EMPLOYMENT COLLECTION NOTICE**

1. In applying for this position you will be providing the Kingsway Christian Education Association Inc. (KCEA) (Association) with personal information. We can be contacted at 157 Kingsway, Darch 6065 Western Australia, or at email address [kingsway@kcc.wa.edu.au](mailto:kingsway@kcc.wa.edu.au) or at (08) 9302 8777. The Association is the governing body of Kingsway Christian College.
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.
3. You agree that we may store this information for a reasonable period of time even if your application is unsuccessful, in case another suitable position becomes available.
4. The College's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP's) or how you may seek access to personal information collected about you. However, there will be occasions when access is denied. Such occasions would include where access has an unreasonable impact on the privacy of others.
5. We usually disclose the kind of information referred to in Clause 4. above, to the following types of organizations: government agencies, peak bodies, banks, etc.
6. We are required to conduct a criminal record check and/or collect information regarding whether you are or have been the subject of certain criminal offences under child protection laws in place from time to time. We may also collect personal information about you in accordance with these laws.
7. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside of Australia.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing information to the Association and why, that they can access the information if they wish, that the College does not usually disclose the information to third parties, and that we may store their information for a reasonable period of time.

**DECLARATION:**

I declare the above STATEMENT OF APPLICATION to be true and:






*Initial*

- (i) \_\_\_\_\_ I have studied the Christian Beliefs set down within the Kingsway Christian College Mission Statement and declare that I accept, unequivocally hold to, and believe them (in the direct and literal sense).
- (ii) \_\_\_\_\_ I have reviewed and understand the requirements of Membership of the Association (of which I must qualify) and declare that I fulfill, and will abide by, all aspects.
- (iii) \_\_\_\_\_ I have read the Unity with Statement of Faith Clause of the Association Constitution and agree to abide by it as a condition of employment.
- (iv) \_\_\_\_\_ I enthusiastically support, endorse and promote the principle of Christian Education as expounded in the Association's Mission Statement.
- (v) \_\_\_\_\_ I have read and agree with the Employment Collection Statement above.

Name: .....

Signature: .....Date:.....

**ATTACHMENTS REQUIRED:**

-  Certified copies of documents proving you are entitled to work in Australia (Australian or New Zealand Passport; Citizenship Certificate; Australian Birth Certificate; Permanent Residency Visa.
-  Working with children check card
-  National criminal history check (no more than 3 months old)
-  Certified copies of qualifications relevant to the position
-  Church minister's letter of reference.