



**OXLEY**  
CHRISTIAN COLLEGE

# APPLICATION FOR THE POSITION of PRINCIPAL

<b>Surname</b>		
<b>First Name/s</b>		
<b>Date of Birth</b>		
<b>Address</b>		
	<b>State</b>	<b>Postcode</b>
<b>Telephone</b>	<b>Mobile</b>	<b>Private</b>
<b>Email</b>		

<b>Current Workplace</b>		
<b>Position Held</b>		
<b>Business Address</b>		
	<b>State</b>	<b>Postcode</b>

<b>Current Church</b>	
<b>Current Minister or Pastor</b>	
<b>Number of years employed in the education sector</b>	
<b>Number of years employed in Christian education (if applicable)</b>	

## Educational, Academic and Professional Qualifications

[illegible]

**Victorian Institute of Teaching Registration Number  
(or equivalent)**

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## Education and Teaching Experience

[illegible]

## Work Experience Outside the Education Sector

Position(s)	Employing Body	Month / Year – Month / Year

## Relevant Professional Memberships and Community Involvement

[illegible]

### Recent Relevant Professional Learning

[illegible]

## Relevant Church Involvement

Year - Year	Involvement

## Referees

Note: Please ensure that your referees have been notified prior to their nomination below.

**Referee 1: Minister or Pastor** of the Church where you regularly attend.

<b>Name</b>			
<b>Church</b>			
<b>Address</b>			
<b>Telephone</b>		<b>Mobile</b>	

**Referee 2 (if applicable): Minister or Pastor** of the Church where you formerly attended regularly (if you have attended your current church for less than 12 months).

<b>Name</b>			
<b>Church</b>			
<b>Address</b>			
<b>Telephone</b>		<b>Mobile</b>	

**Referee 3: Current or Former Board Chair, Principal or Senior Professional Leader**  
to whom you have been responsible.

<b>Name</b>			
<b>Position</b>			
<b>Address</b>			
<b>Telephone</b>		<b>Mobile</b>	

**REFEREE 4: Professional Colleague**

<b>Name</b>			
<b>Position</b>			
<b>Address</b>			
<b>Telephone</b>		<b>Mobile</b>	

**Declaration**

1. I certify that the information contained in this application form (and accompanying documentation) is complete and accurate.
2. I declare that there have been no substantiated allegations of professional misconduct against me or any criminal convictions which I have not disclosed, and that I am not currently under investigation for professional misconduct.
3. I understand that a police record check may be carried out as a part of the selection process and I agree to this being undertaken.
4. I understand that the College may require me to undergo a medical examination by a doctor of its choice.
5. I am not, and have not been bankrupt, neither have I taken the benefit of any law for the relief of bankrupt debtors, or compounded with my creditors or made an assignment of my property for benefit.

<b>DATE:</b>	<b>SIGNATURE:</b>
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Please submit the application and accompanying documentation to:

**Pastor Graham Nelson**  
**Chair of Oxley Christian College Council**  
**Life Ministry Centre Ltd**  
**15 – 49 Old Melbourne Road**  
**Chirnside Park Victoria 3116**

Email: [graham@lmc.org.au](mailto:graham@lmc.org.au)

## Employment Collection Notice under the Privacy Act 1988

1. In applying for this position you will be providing Life Ministry Centre Ltd with personal information.
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. By completing this application you agree that we may store this information for *6 Months*.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent.
6. We are required to conduct a criminal record check under various school requirements and if successful for the position you will be asked to complete a criminal records check form.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Life Ministry Centre Ltd. and why, that they can access that information if they wish, that the Life Ministry Centre Ltd. does not usually disclose the information to third parties and that we may store their information for *6 months*

Have you ever submitted a Workers Compensation Claim or any Disability Claim?

YES [ ☐ ] NO [ ☐ ]

If yes please specify:

All applicants should be aware of Section 79 Workers Compensation Board and Assistance Act 1981

79. Where it is proved that the worker has, at the time of seeking or entering employment in respect of which he/she claims compensation for a disability, wilfully and falsely represented himself/herself as not having previously suffered from the disability, Oxley Christian College may, at its discretion, refuse to award compensation which otherwise would be payable.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I acknowledge having read the Employment Collection Notice and acknowledge that the deliberate giving of false information on this application will lead to this application not being accepted.