APPLICATION FOR THE POSITION

BUSINESS MANAGER

This application should be accompanied by a cover letter from the applicant, addressing the selection criteria provided, and with a copy of the applicant’s curriculum vitae.

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| --- | --- | --- |
| **Surname**  **First Name/s** |  | |
|  | |
| **Address** |  | |
| **State** | **Postcode** |
| **Telephone** | **Work** | **Private** |
| **Mobile** | |
| **Email** |  | |
|  |  | |
| **Current Workplace**  **Position Held**  **Business Address** |  | |
|  | |
|  | |
| **State** | **Postcode** |
|  |  | |
| **Current Church** |  | |
| **Current Minister or Pastor** | | |
| **Number of years employed in education sector (if applicable)** | | |
| **Number of years employed in Christian education (if applicable)** | | |

# Academic and Professional Qualifications

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| --- | --- | --- |
| **Qualification** | **Institution/University** | **Year completed** |
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| --- | --- |
| **Working with Children Number** |  |
| **Expiry date** |  |

# Experience

|  |  |  |
| --- | --- | --- |
| **Position(s)** | **Organisation/School** | **Years** |
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# Relevant Church Involvement

(leadership, team membership, teaching, etc.)

|  |  |
| --- | --- |
| **Year** | **Involvement** |
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**Relevant Professional Memberships And Community Involvements**

|  |  |
| --- | --- |
| **Year** | **Involvement** |
|  |  |
|  |  |
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# Recent Relevant Professional Learning

|  |  |  |
| --- | --- | --- |
| **Year** | **Activity** | **Length** |
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# 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Church** |  | | |
| **Address** |  | | |
| **Telephone** |  | **Mobile** |  |

**REFEREE 2: Minister or Pastor** of the Church where you regularly attended if you have attended your current church for less than 18 months.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Church** |  | | |
| **Address** |  | | |
| **Telephone** |  | **Mobile** |  |

**REFEREE 3: Current or Former Department Head** for whom you have worked (or another suitable colleague).

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Position** |  | | |
| **Address** |  | | |
| **Telephone** |  | **Mobile** |  |

**REFEREE 4: Professional Colleague**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Position** |  | | |
| **Address** |  | | |
| **Telephone** |  | **Mobile** |  |

# 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 or 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, or have not been bankrupt, or have not 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.

|  |  |
| --- | --- |
| **DATE:** | **SIGNATURE:** |

Please return **one** copy of this application and accompanying documentation to:

**Mrs Brialey Brightwell**

Personal Assistant to the Principal

Oxley Christian College

P.O. Box 553

LILYDALE 3140

Email: [prinsec@oxley.vic.edu.au](mailto:prinsec@oxley.vic.edu.au)

# Employment Collection Notice under the Privacy Act 1988

1. In applying for this position you will be providing Oxley Christian College (‘the School‘) with personal information. We can be contacted by mail at 15-49 Old Melbourne Road, Chirnside Park, Vic, 3116, or by email at [office@oxley.vic.edu.au](mailto:office@oxley.vic.edu.au), or by telephone on (03) 9727 9900.
2. We collect your personal information directly from you (for example, your name and address or information contained on your resume). [We may also collect it from other sources (such as your referees and the results of criminal background and working with children checks). We may keep this information on file for a limited time if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy, accessible on the School’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 which the School 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 or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, having regards to the grounds for refusal, it would be unreasonable to provide reasons).
4. We will not disclose information to a third party without your consent unless otherwise permitted. We may disclose this kind of information to organisations, such as support vendors that provide services around staff administration systems.
5. You may be required to provide the College with a criminal record check and a Working With Children Check. The College may also be required to collect personal information about you in accordance with Child Protection and other relevant laws.
6. The College may use online or 'cloud' service providers to store personal information and to provide services to the 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 the College’s use of on online or 'cloud' service providers is contained in the School'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 the College and why.

# Employment Collection Notice under the Privacy Act 1988 (continued)

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| --- |
| 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 41 of the Workplace Injury Rehabilitation and Compensation Act 2013  Where an employee has a pre-existing injury or disease of which the employee is aware, and it is proved that the employee has failed to make such a disclosure or made a false or misleading disclosure at the time of seeking or entering employment, any recurrence, aggravation, acceleration, exacerbation, or deterioration of the pre-existing injury or disease arising out of, or in the course of, or due to the nature of employment with the employer, does not entitle the worker to compensation under the Act and the College may be under no obligation to compensate the employee for the injury or disease. |
| **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 being not accepted. |