



# OXLEY CHRISTIAN COLLEGE

## CRT / TEACHING EMPLOYMENT APPLICATION

POSITION SOUGHT: \_\_\_\_\_

### PERSONAL DETAILS

TITLE: \_\_\_\_\_ GENDER: \_\_\_\_\_ H/TELEPHONE: \_\_\_\_\_  
FIRST NAMES: \_\_\_\_\_ B/TELEPHONE: \_\_\_\_\_  
SURNAME: \_\_\_\_\_ MOBILE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_  
SUBURB: \_\_\_\_\_ POST CODE: \_\_\_\_\_  
BIRTH PLACE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

Are you registered with Victorian Institute of Teaching?

YES NO

REGISTRATION NO: \_\_\_\_\_

### EDUCATION DETAILS

(Supply copies of any certificates and registrations held.)

TERTIARY QUALIFICATIONS	INSTITUTION	MAJOR AREAS OF STUDY	FINAL YEAR	COURSE LENGTH

OTHER RELEVANT QUALIFICATIONS	INSTITUTION	OTHER DETAILS	COURSE LENGTH

**EMPLOYMENT HISTORY**  
Teaching Experience

NAME & PLACE OF SCHOOL	TIME IN POSITION (mm/yyyy)	TIME FRACTION	SUBJECTS TAUGHT	YEAR LEVELS	POSITION/S OF RESPONSIBILITY
	to				
	to				
	to				
	to				
	to				

**OTHER RELEVANT WORK EXPERIENCE:**

**SPECIAL INTERESTS**

**Describe your particular educational interests, including your motivation to work with children:**

**Describe areas of special training, experience or interests that you believe could be a valuable contribution to the College, including any work with children:**

**Provide a brief statement of your educational philosophy, including the role of Christian Schools:**

**APPLICATION FOR EMPLOYMENT  
Employment Collection Notice**

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 e-mail at [office@oxley.vic.edu.au](mailto:office@oxley.vic.edu.au), or by telephone on (03) 9727 9900.
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. The School's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. You may be required to provide the School with a criminal record check and a Working With Children Check. The School may also be required to collect personal information about you in accordance with Child Protection and other relevant laws.
6. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
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 School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

## OTHER INFORMATION TO BE PROVIDED WITH THIS APPLICATION

Have you submitted a Workers Compensation Claim or any Disability Claim? YES NO

If yes, please specify: \_\_\_\_\_

### EMPLOYEES MADE AWARE OF SECTION 82

#### ***Accident Compensation Act 1985 (Vic)***

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, the School may in its discretion refuse to award compensation which otherwise would be payable.

Would you agree to a pre-employment medical inspection by a GP if requested? YES NO

With which church are you affiliated? \_\_\_\_\_  
Provide details of your involvement.

### REFEREES:

Please provide details for 2 educational/professional referees in support of your application. If possible, at least one referee should be your current or last direct supervisor/line manager.

NAME	TITLE	TELEPHONE NO.
		BH: _____ Mobile: _____
		BH: _____ Mobile: _____

Please provide details for 2 personal referees (include a pastor/church contact) in support of your application.

NAME	TITLE	TELEPHONE NO.
		BH: _____ Mobile: _____
<b>Pastor / Church Contact</b>		BH: _____ Mobile: _____

I give approval for Oxley Christian College to contact my professional referees prior to an interview being arranged? YES NO

I give approval for Oxley Christian College to contact my Pastor referee prior to an interview being arranged? YES NO

If you are applying in response to an advertised position, where did you see the position advertised?

I acknowledge having read the Employment Collection Notice and acknowledge that the information I have provided is true and correct. I understand that the College's selection process will involve a rigorous background check.

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

**NEW GRADUATES, PLEASE INCLUDE A COPY OF YOUR TEACHING PRACTICUMS**

Please return your application to:

Principal's PA, Oxley Christian College, PO Box 553, Lilydale Vic 3140 or Email: [employment@oxley.vic.edu.au](mailto:employment@oxley.vic.edu.au)