



APPLICATION FOR NON-TEACHING POSITION

Position Applied For: _____

1. PERSONAL DETAILS:

Name: _____

Date of Birth: _____

Address: _____

Telephone: (H) _____ (M) _____

Email: _____

Marital Status: (optional) _____

2. EMPLOYMENT DETAILS:

2(a) Blue Card Number: _____ Expiry: _____

2(b) If you do not currently have a Blue Card, have you applied for one?

Yes No

2(c) Qualifications: Please attach a copy of each qualification, degree, diploma, certificate etc with your application.

Qualification - Year - Institution:

2(d) Employment History: Please list your employment history beginning with your most recent situation.

Year/s - Employer - Position Held:

2(e) Give details of any current studies you are undertaking:

2(f) Hobbies and Interests: Please list any extra-curricular activities, hobbies or interests which you think may be relevant to this application:

3. KEY QUESTIONS:

3(a) Provide a brief Christian testimony:

3(b) Is there any other information you believe to be relevant to your application to be an employee at Mackay Christian College?

4. CHURCH AFFILIATION:

Briefly describe your current Church affiliation and attendance.

5. REFEREES:

Please provide contact details for **at least two referees**, one of which should be your Church pastor/minister.

Name: _____

Address: _____

Telephone: (W) _____ (H) _____

Relationship to you: _____

Name: _____

Address: _____

Telephone: (W) _____ (H) _____

Relationship to you: _____

Name: _____

Address: _____

Telephone: (W) _____ (H) _____

Relationship to you: _____

Name: _____

Address: _____

Telephone: (W) _____ (H) _____

Relationship to you: _____



STAFF LIFESTYLE REQUIREMENT

Mackay Christian College bases its teachings and beliefs on the Bible, both Old and New Testaments, which the College regards as the inspired and inerrant Word of God. These teachings are expounded in many of Mackay Christian College's public and internal documents, both printed and on the College website, and viewable by staff as part of their appointment process. These documents inform our understanding of the lifestyle values which staff who work in this College are required (subject to the provisions of the *Anti-Discrimination Act 1991* (The Act) to respect and maintain at all times, and should be understood as source documents, defining our doctrines, tenets and beliefs or teachings.

All staff of Mackay Christian College, regardless of their role, are required to be seen to conduct themselves in the course of, or in connection with their work, in a manner consistent with these principles and beliefs and in accordance with the Christian ethics of the College, as contained and interpreted in these documents, thus providing a specifically Christian role model and example to all families associated with the College.

It is a genuine occupational requirement (subject to the provisions of the *Anti-Discrimination Act 1991*) of Mackay Christian College that, consistent with the Act, staff members must not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of Mackay Christian College. Nothing in their deliberate conduct should be incompatible with the intrinsic character of their position, especially, but not only, in relation to the expression of human sexuality through heterosexual, monogamous relationships, expressed intimately through marriage.

Staff are required to regularly and frequently attend a Christian church and to regularly and frequently support Staff Prayer Meetings.

Where any staff member acts contrary to these lifestyle requirements, the Principal may attempt restoration, counsel, discipline and dismiss the employee.

I _____, have read and
Name of Applicant

understood the Mackay Christian College Lifestyle Requirement.

Signature

Date



CHECKLIST FOR NON-TEACHING APPLICATION

Completed all sections of the 'Application for a Non-Teaching Position.'

Attached a current CV and any relevant documents.

Attached a Pastor's reference from the Church you currently attend.

Attached at least 1 other reference or their contact number.

Read the College Lifestyle Requirement and its implications for ongoing employment at Mackay Christian College, and sign to affirm my understanding of the statement.

Please post or email your completed application to:

The Principal
Mackay Christian College
PO Box 3215
North Mackay Qld 4740
mcc@mccmky.qld.edu.au



EMPLOYMENT COLLECTION NOTICE

In applying for this position you will be providing Mackay Christian College with personal information. We can be contacted at 9 Quarry St, North Mackay Qld 4740, by email at mcc@mccmky.qld.edu.au or by phoning 07 4963 1100.

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.

The College's Privacy Policy contains details of how you may complain about a breach of the APPs 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.

We will not disclose this information to a third party without your consent.

We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws (this will normally happen in the form of professional registration or application for a Working with Children Blue Card). We may also collect personal information about you in accordance with these laws.

The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

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, that they can access that information if they wish and that the College does not usually disclose the information to third parties.