

GEELONG BAPTIST COLLEGE
APPLICATION FOR EMPLOYMENT
NON-TEACHING POSITION



Date: ____ / ____ / ____ Position for which you are applying: _____

Surname (Mr/Mrs/Miss): _____ Christian Name(s): _____

Address: _____ Postcode: _____

Telephone: Hm () _____ Wk () _____ Email: _____

** Please note that all applicants will be required to have a current Working with Children Check. Some applicants may be required to obtain a Federal Police Clearance before an appointment is confirmed.

**** Please ensure you include the following as part of your application:**

- Cover letter
- Detailed resume: qualifications, current courses being undertaken including current as well as previous employment.
- Completed Application Form

SECTION A:

1. What qualifications do you hold?

SECTION B:

2. Do you aspire to lead a team? If so, what leadership area interests you?

3. Please complete the following self-assessment by ticking the appropriate column in terms of how you rate your own abilities in the area outlined.

	Abilities/Skills	Excellent	Very Good	Adequate	Needs Attention
1	Forward planning				
2	Self-discipline				
3	Flexibility				
4	Creativity				
5	Punctuality				
6	Communication				
7	Self-confidence				
8	Health & fitness				
9	Rapport with students				
10	Teamwork				
11	Support for Christian Ethos				
12	Willingness to work hard				
13	Organisational skills				
14	Resourcefulness				
15	Commitment to workplace				
16	Student Management				

4. Please provide the names (and contact details) of two professional and two personal referees.

a) Name: _____ Position/Role: _____

Contact No: _____ Email: _____

Relationship: _____

b) Name: _____ Position/Role: _____

Contact No: _____ Email: _____

Relationship: _____

c) Name: _____ Position/Role: _____

Contact No: _____ Email: _____

Relationship: _____

d) Name: _____ Position/Role: _____

Contact No: _____ Email: _____

Relationship: _____

SECTION C:

(Applicants are invited to complete this section at their discretion)

5. If you are a part of a Christian Community, please share some brief details:

6. Other community involvement:

7. How would your faith be enacted in a Christian school context?
