



**POSITION
APPLIED FOR**

Return to:
*THE PRINCIPAL
Inaburra School
P O Box 3066
BANGOR NSW 2234*

INABURRA SCHOOL ABN 49 249 773 201

A Division of Inaburra Communications Ltd
ABN 78 001 998 876
(A Project of Menai Baptists)

TEACHING STAFF APPLICATION FORM

PHOTO

*Please attach
with application*

Name _____

Surname

Other Name(s)

Address _____

Postcode _____

Phone (*Hm*) _____ Date of Birth _____

Phone (*Bus & Mob*) _____ Place of Birth _____

Email _____

FAMILY

Marital Status _____ Name of Spouse _____

Children (if any) Name(s) _____ Age(s) _____

HEALTH

Please describe your general state of health _____

Have you had any serious illnesses recently? _____

Do you know of anything which might affect your efficiency? _____

OTHER

Are there any other personal details, relevant to your application, which you wish to submit?

EDUCATIONAL QUALIFICATIONS

| <u>Name of Institution</u> | <u>Award</u> | <u>Year Conferred</u> | <u>Normal Length of Full Time Course</u> |
|----------------------------|--------------|-----------------------|--|
|----------------------------|--------------|-----------------------|--|

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |

FURTHER TRAINING

| <u>Name of Institution</u> | <u>Award</u> | <u>Year Conferred</u> | <u>Normal Length of Full Time Course</u> |
|----------------------------|--------------|-----------------------|--|
|----------------------------|--------------|-----------------------|--|

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |

What were your major fields of study? _____

| |
|--|
| |
| |
| |

What were your minor fields of study? _____

| |
|--|
| |
| |
| |

FORMAL RELIGIOUS STUDIES

If you have had the opportunity to complete BIBLE COLLEGE COURSES, show details here:

| <u>Name of Institution</u> | <u>Award</u> | <u>Year Conferred</u> |
|----------------------------|--------------|-----------------------|
|----------------------------|--------------|-----------------------|

| | | |
|--|--|--|
| | | |
| | | |
| | | |

Briefly describe the nature of the course(s) _____

| |
|--|
| |
| |
| |

EMPLOYMENT EXPERIENCE *(Please provide supporting documents)*

| <u>Years</u> | <u>Employer</u> | <u>Position/Details</u> | <u>Number of Teaching Days</u> |
|-----------------------|-----------------|-------------------------|--------------------------------|
| _____ <i>to</i> _____ | | | |
| _____ <i>to</i> _____ | | | |
| _____ <i>to</i> _____ | | | |
| _____ <i>to</i> _____ | | | |
| _____ <i>to</i> _____ | | | |

Last position held/areas of responsibility _____

When will/did you resign, and why? _____

OTHER QUALIFICATIONS

Please tick any of the following for which you have had special training, experience, or interest:

| | | | | | | | |
|---------------------|--------------------------|---------------------|--------------------------|-----------------------|--------------------------|----------------------|--------------------------|
| SINGING..... | <input type="checkbox"/> | PHOTOGRAPHY..... | <input type="checkbox"/> | SCHOOL NEWSPAPER..... | <input type="checkbox"/> | PHYSICAL EDUCATION.. | <input type="checkbox"/> |
| PIANO..... | <input type="checkbox"/> | TECHNICS/HANDCRAFTS | <input type="checkbox"/> | TYPING..... | <input type="checkbox"/> | BUSH WALKING..... | <input type="checkbox"/> |
| BAND MUSIC..... | <input type="checkbox"/> | COMPUTERS..... | <input type="checkbox"/> | CAREER GUIDANCE..... | <input type="checkbox"/> | ORIENTEERING..... | <input type="checkbox"/> |
| CHOIR..... | <input type="checkbox"/> | PRINTING..... | <input type="checkbox"/> | ADMINISTRATION..... | <input type="checkbox"/> | SPORTING INTERESTS. | <input type="checkbox"/> |
| ORCHESTRAL MUSIC... | <input type="checkbox"/> | ART..... | <input type="checkbox"/> | SCHOOL MAGAZINE..... | <input type="checkbox"/> | | |
| | | HOBBIES..... | <input type="checkbox"/> | STUDENT COUNSELLING.. | <input type="checkbox"/> | | |
| | | GRAPHIC ARTS..... | <input type="checkbox"/> | | | | |
| | | ELECTRONICS..... | <input type="checkbox"/> | | | | |

Any other details of experience that you may wish to submit: (e.g. promotions, positions held or inspections undertaken)

CHRISTIAN EXPERIENCE

Briefly describe your personal Christian experience and commitment _____

Briefly describe your present local church affiliation _____

Present Minister's Name _____

Minister's Address _____

Postcode _____

Phone Number _____

PLEASE ATTACH.....

1. A REFERENCE FROM YOUR MINISTER.

2. CERTIFIED COPIES OF ALL QUALIFICATIONS

Describe your main reasons for applying for this position _____

*Please include the names of **two persons** (other than your Minister) to whom reference can be made concerning your application:*

PROFESSIONAL REFEREE:

OTHER REFEREE:

Name _____

Name _____

Address _____

Address _____

Phone Number _____

Phone Number _____

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

- Seek.com.au
- Inaburra School website
- CSA website

Other:.....

I declare the above statement to be true and hereby make application for a position on the School Staff at Inaburra School

Signature _____ **Date** _____

6.4 PROHIBITED EMPLOYMENT DECLARATION



The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under *Commission for Children and Young People Act 1998*:

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

ATTACHMENT 4 (CONTINUED)

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.



I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

All fields must be completed. Please use block letters.

Name: _____

Aliases (previous/other names): _____

Date of birth: _____

Signature: _____

Date: _____ Contact telephone number: _____

Contact Email: _____

NOTE: Seek legal advice if you are unsure of your status as a prohibited person.

THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER

6.5 WORKING WITH CHILDREN BACKGROUND CHECK CONSENT



All fields must be completed. Please use block letters.

Family name: _____

Given name(s): _____

Previous names/aliases: _____

Date of birth: _____ Gender: (Please tick) Male Female

Place of birth (city, state, country): _____

Identifying document type (e.g. driver's licence/passport): _____

Identifying document number: _____

Address: _____

Suburb/Town: _____ State: _____ Postcode: _____

Contact telephone number: _____ Contact Email: _____

Title of position applied for: _____

Type of position (Please tick):

Paid employee Religious leader/spiritual official of a religion Foster carer

I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. a national criminal record check for charges and/or convictions (including spent convictions) for:

- any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
- any child-related personal violence offence;
- any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence;

punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court; or
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

ATTACHMENT 5 (CONTINUED)



2. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and
3. a check for relevant employment proceedings involving an act of violence committed in the course of employment and in the presence of children or reportable conduct. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), any child-related personal violence offence, or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.

I understand that a conviction for a serious sex offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) or child-related personal violence offence (including but not limited to, intentionally wounding or causing grievous bodily harm to a child) will automatically prohibit me from child-related employment. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a Registrable person under the Child Protection (Offenders Registration) Act 2000, I am prohibited from child-related employment.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk.

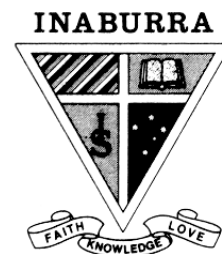
I acknowledge that:

- the above information and any information obtained during the Working With Children background check may be collected and used by and/or disclosed to the Commission for Children and Young People or any Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People or any Approved Screening Agency may share the information obtained during the Working With Children background check with each other to support further estimates of risk arising from additional Working With Children background checks;
- the outcome of an estimate of risk conducted with information obtained through the Working with Children Check by the Approved Screening Agency may be provided to my current or prospective employers or an employer-related body (where applicable) only for background checking purposes;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

Name: _____

Signature: _____ Date: _____

NOTE: This form is to be kept by the employer.



INABURRA SCHOOL
DIRECTOR OF OPERATIONS

Role Description

The appointed person will be organised and efficient, demonstrating effective communication skills. S/he will display an incisive capacity to perceive the immediate and future physical and human resources required by the school in order to ensure its continued smooth operation. S/he will demonstrate abilities in forward planning, scheduling, budgeting, timetabling and working as a member of a team. S/he will be a member of the Executive and the Coordinators, and might be required to attend Senior Executive in an advisory role. S/he will be committed to the development of a fair and equitable system.

In summary his/her role will be:

1. Daily organisation of the school, including receipt of and response to staff absences, allocation of relief/substitute staff, re-rooming of classes, reallocation of playground and/or subsidiary duties.
2. Record keeping regarding changes to routine.
3. Calendar development and publication.
4. Week by week updates regarding routine published to staff.
5. Advise Principal and Senior Executive of the immediate and future educational resources needed in order for the school to operate smoothly.
6. Responsibility for timetable. Construction of the timetable based on material provided by Director of Curriculum. Construction of playground duty rosters. Oversight of fair teaching loads for staff members.
7. Scheduling of Examinations, including times, dates, allocation of appropriate rooms in liaison with Director of Curriculum. Physical set up of examination rooms and assurance that examinations can operate as an unhindered priority.
8. Support for Director of Projects in the operation of special events.
9. Advise Senior Executive of budget interface with operational matters.
10. Member of Building Committee.
11. Review of role and processes for managing the role.
12. Ensure that the Administration Staff of the school are aware of the allocations and professional standing of existing and new teachers, so that proper arrangements can be made with staff.
13. Communicate with the Principal all changes in relation to staff conditions, changes in employment.
14. Supervision of Absentee/Leave applications and subsequent notification to the payroll section for processing.
15. Reports to Head of Senior School.
16. Perform other duties as required by the Principal.