



COOLUM BEACH CHRISTIAN COLLEGE

Non-Teaching Staff Employment Application Form

Name of Applicant	
Position Being Applied For	

Please forward the completed application to:
The Business Manager
Coolum Beach Christian College
PO Box 480 Coolum Beach Qld 4573
Or email business@cbcc.qld.edu.au

knowledge · wisdom · love

Please read all the paper work carefully. It is important that you agree with our Mission Statement, Statement of Faith and have read our Conditions of Employment. A pastoral contact must be provided.

Mission Statement

MISSION STATEMENT

Coolum Beach Christian College has a mission to deliver exceptional Christian education with excellence, igniting a passion for learning and inspiring students to achieve their full potential.

PHILOSOPHY

Coolum Beach Christian College is by name a Christian institution. It is our intent to provide a facility in which Christian families can have their children enrolled and be certain that the instruction that is taking place in the classroom will enhance and support the beliefs of the family, without any compromise to learning.

The needs of the individual are paramount, and it is expected that individual differences will be catered for in such a manner that all students will be appropriately challenged and supported in their learning.

Underlying the physical design of the buildings is a strong desire to conserve and support the natural environment. This will be reflected in programs within the school that look at and encourage effective ways of managing the environment for the long term.

Programs will be planned to develop the whole child – socially, emotionally, physically, intellectually and spiritually.

AIMS

To provide relevant and appropriate learning activities for all students.

To provide a wholesome and caring environment in which all members are valued and supported.

To ensure that individual differences are catered for in a non-discriminatory and supportive manner.

To provide a range of learning activities aimed at developing the whole child.

Statement of Faith

1. The Bible is the inspired and only infallible and authoritative written Word of God.
2. There is one God, eternally existent in three persons, God the Father, God the Son, God the Holy Spirit.
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in his personal future return to this earth in power and glory to rule a thousand years. In the blessed hope – the rapture of the Church at Christ's Coming, in the resurrection of both the saved and the lost, one to everlasting life and the other to everlasting damnation.
4. The only means of being cleansed from sins is by grace through repentance and faith in the precious blood of Jesus Christ.
5. Regeneration by the Holy Spirit is absolutely essential for personal salvation.
6. In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
7. The baptism in the Holy Spirit according is given to believers who ask and is evidenced as the fruits of the Spirit (Gal 5:22-23).
8. In the present day reality of the supernatural operation of the gifts of the Spirit.
9. The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
10. In the observance of the ordinances of Christian baptism by full immersion for believers and Lord's Supper.

Staff Lifestyle Requirements

1. Coolum Beach Christian College bases its teachings and beliefs on the Bible, both Old and New Testaments, which the School regards as the inspired and inerrant Word of God. These teachings are expounded in many of Coolum Beach Christian College's public and internal documents, both printed and on the school's 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 school are required (subject to the provisions of the *Anti-Discrimination Act 1991*) to respect and maintain at all times, and should be understood as source documents, defining our doctrines, tenets, beliefs or teachings.
2. All staff of Coolum Beach 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 School, as contained and interpreted in these documents, thus providing a specifically Christian role model and example to all the families associated with the School.
3. It is a genuine occupational requirement (subject to the provisions of the *Anti-Discrimination Act 1991*) of Coolum Beach 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 Coolum Beach 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.
4. Staff are required to regularly and frequently attend a Christian church and to regularly and frequently support Staff Devotions and Staff Worship Services.
5. Where any staff member acts contrary to these lifestyle requirements, the Principal may attempt restoration, counsel, discipline and dismiss the employee.

I hereby subscribe to and affirm my understanding of the above requirements. I understand that continuing employment at Coolum Beach Christian College implies my ongoing adherence to these principles and the Christian philosophy of the College.

Name: _____

Signature: _____ **Date:** _____

Conditions of Employment

Coolum Beach Christian College is a ministry of Coolum Christian Family and as such all staff form a part of the ministry team of the church. All staff must therefore accept that whilst employed by Coolum Beach Christian College, they must be in complete acceptance of the aims and ethos of the College. Staff must also be able to be in full agreement with the College's Statement of Faith and Mission Statement.

PRE-CONDITIONS FOR EMPLOYMENT

1. All staff must be committed Christians, be prepared to make personal testimony, be supportive of and in agreement with, the 'Statement of Faith' and the 'Mission Statement' of the College.
2. All staff must sense a call to ministry here in service to the Lord.
3. Staff must be in full fellowship of a Christian Church.
4. Whilst in the employ of Coolum Beach Christian College, staff must maintain active fellowship in a Christian Church which includes regular attendance at services of worship.
5. All staff are expected to be supportive of the ethos and ministries of the Coolum Christian Family.
6. All staff are required to accept and support the Genesis record for the origin of the universe and that God uniquely and specially created the earth, man and all life to glorify Him.
7. Staff are employed under contracts of employment which set wages, conditions and salaries. This is available through the Business Manager for staff to read and peruse.
8. Before appointment prospective employees must agree to the College performing a 'Working with Children' check. Staff must not be a prohibited person or have a conviction relating to children.

APPOINTMENT OF STAFF

1. The College Board is to approve in principle the appointment of new staff positions.
2. As a general rule all positions will be advertised.
3. All staff are required to make application on the College application form available from the office.
4. Board members will be invited to be a part of interviews for Executive and Head of Department appointments. All other staff interviews will involve the Principal and/or relevant Assistant Principal, Head of Department, specialist staff (where appropriate) and a Board member (by invitation of the Principal).
5. The Board makes all staff appointments on recommendation by the Principal.

GENERAL CONDITIONS:

All staff come under the authority of God as revealed in the Bible. Staff are directly answerable to the Principal who is responsible for the day to day management of the college and the carrying out of the College Board Policies.

As a staff member of Coolum Beach Christian College, it is important that team spirit and unity be maintained. As a co-worker in the ministry team at Coolum Beach, staff should recognise that there will be differences that occur from time to time and they should be resolved in a manner that maintains unity of the team.

The Board wishes to ensure that staff comply with the requirements of their letters of employment. The Board affirms the actions of the Principal in his endeavours to ensure that staff comply with these requirements. Major areas of concern will be brought to the Board's attention.

Coolum Beach Christian College

Employment Application Form

Section 1 – Personal Information

Surname: _____ Other Names: _____

Street Address: _____

Town: _____ Postcode: _____

Postal Address: _____

Suburb: _____ PC: _____ Telephone: _____

Email Address: _____

I have read and agree with your mission and belief statement. Yes No

Holder of Blue Card: Yes No If yes, please attach photocopy of card.

Holder of First Aid Certificate: Yes No If yes, please attach copy of most recent certificate.

1. Employment History

Starting with present position please fill in the following table detailing your work history:

Date From – To	Employer & Position	Brief Details of Duties	Reason for Leaving

2. Education

School/College/University	From	To	Level of attainment

3. Other Qualifications

Details of other qualifications will go beyond those mentioned in Education. Eg. Professional Development courses, special qualifications, professional memberships, etc.

Section 2 – Skills/Competencies

Please comment in each of the categories below by describing your own performance in each area.

List any positions of responsibility you have held and for what length of time?

What specific skills do you bring to this position?

Briefly outline your philosophy of working in a Christian School

Please list your general hobbies and interests

Are there any other comments you would like to make in support of this application?

Additional Information

Please attach any additional information you wish to be considered in support of your application. If you wish to submit a CV please indicate below and attach to this form.

My CV is / is not enclosed.

Section 3 – Referees

Please provide names, addresses and telephone numbers of three people who would be able to attest to your character and your ability. One of these should be your minister, priest, pastor or parish elder.

Referee 1	
Name:	Occupation:
Your relationship with this person	Mobile:

Referee 2	
Name:	Occupation:
Your relationship with this person	Mobile:

Referee 3	
Name:	Occupation:
Your relationship with this person	Mobile:

I declare that to the best of my knowledge, the above information and that submitted in any accompanying documentation is correct.

I have read and understood the Coolum Beach Christian College Staff Employment Conditions and agree to be bound by the terms and conditions as detailed in that policy.

Signature _____ Date ___/___/___