

## EMPLOYMENT APPLICATION FORM (TEACHING)

Position(s) applied for: \_\_\_\_\_

at which school(s): \_\_\_\_\_ Date \_\_\_\_\_

### PERSONAL INFORMATION AND REFEREES

Surname: \_\_\_\_\_

Christian Names: \_\_\_\_\_

Contact details: Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Address: Street \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Are you an Australian citizen?  Yes  No

If you are not an Australian citizen please attach details of your eligibility to work in Australia:

\_\_\_\_\_

Family details: Next of kin \_\_\_\_\_ Relationship \_\_\_\_\_

Church attendance:

What involvement do you have with a local church? \_\_\_\_\_

Which church? \_\_\_\_\_

Pastoral referee (This could be a Minister or other Church leader)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Contact no. \_\_\_\_\_ Email \_\_\_\_\_

Professional referee (This could be a Principal or Supervisor under whom you have worked recently)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Contact no. \_\_\_\_\_ Email \_\_\_\_\_

Other referee

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Contact no. \_\_\_\_\_ Email \_\_\_\_\_

### SUMMARY OF QUALIFICATIONS AND EXPERIENCE

What professional degrees, diplomas and/or other qualifications do you hold? (Please attach copies)

Qualification	Institution	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Length of training (i.e. recognised 3 or 4 year course) \_\_\_\_\_

Full-time equivalent years of teaching: \_\_\_\_\_ Last year of teaching: \_\_\_\_\_

What grades or subjects are you qualified to teach? \_\_\_\_\_

Are you currently studying, if yes, what course/subject?  Yes  No  
\_\_\_\_\_

Have you ever studied or commenced study with an Institute for Christian Education?  Yes  No

NT Teacher Registration number \_\_\_\_\_ Attached is a copy:  Yes  No

Do you have special training, experience or interests? (e.g. playing a musical instruments, sport, bible college training, hobbies)  
\_\_\_\_\_

Present employment: \_\_\_\_\_

Previous experience (Attach a separate sheet if more space is required)

Position held	Employer/Organisation	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____

**BACKGROUND AND UNDERSTANDING FROM A CHRISTIAN SCHOOL PERSPECTIVE**

(Attach a separate sheet if more space is required)

Why do you want to teach in one of the NT Christian schools?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you intend to contribute to the school’s Christian character?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you implement a Christian perspective in an educational programme which has as one of its premises that life and learning are informed by people’s Christian (or other) worldview?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you respond to a student who asks “What does it mean to know Jesus Christ as Lord and Saviour?”

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How do you think Christian schools should relate to local churches?

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**OTHER IMPORTANT INFORMATION**

The following question relates to your ability to perform the inherent requirements of the position you are applying for. Prior to answering the question, please read the job description carefully and discuss any queries you may have with the Principal/Line Manager.

This question is asked so NT Christian Schools does not place you in an environment, or give you tasks, which could lead to physical or psychological harm. NT Christian Schools is committed to providing and maintaining, so far as practicable, a working environment that is safe and without risks to health for its staff members.

Where any issues are raised which could affect your ability to perform the inherent requirements of the position, you may be asked to participate in a medical assessment, to advise on your medical or functional suitability for the roles and/or whether any adjustments to the working environment may be reasonable appropriate to all you to perform work.

NT Christian Schools is committed to equal opportunity in employment.

Do you have any physical or mental health problems which could affect your ability to carry out the duties of the position or the safety and wellbeing of the students in your care?  Yes  No

If yes, please provide relevant details \_\_\_\_\_

Have you ever been convicted of a criminal act? (We will take into account only those parts of a criminal record directly relevant to the position you are seeking to fill)  Yes  No

If yes, please provide relevant details \_\_\_\_\_

Where did you hear about this employment vacancy? \_\_\_\_\_

I declare that the information given on this application form is correct:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Document Checklist

Thank you for responding to the job advertisement.

Applicants should apply in writing and **ensure that the following documents are complete and attached:**

- Teaching Application Form
- Cover letter addressing the Selection Criteria
- Curriculum vitae (including details of employment, studies undertaken and qualifications)
- Professional and pastoral (church minister/leader) referees' contact information
- Signed NT Christian Schools Statement of Faith
- Evidence of registration with the NT Teacher Registration Board
- Copy of your Driver's license – if possible
- Copy of your current police clearance (less than 12 months old) or SAFE NT Invoice/Receipt
- Copy of your NT Working With Children Clearance (Ochre Card) or SAFE NT Invoice/Receipt

Please forward your application by mail, fax or email using the contact information found below.

**NT Christian Schools**

**PO Box 228 KARAMA NT 0813**

**Telephone: 08 8920 4355**

**Facsimile: 08 8920 4399**

**Email: [human.resources@ntchristianschools.com.au](mailto:human.resources@ntchristianschools.com.au)**

**Website: [www.ntchristianschools.com.au](http://www.ntchristianschools.com.au)**

- *Applicants are responsible for any costs involved (i.e. Ochre card and police clearance).*
- *Applicants are further advised that as part of its recruitment process, NT Christian Schools may contact the applicant's past employers as listed in the application presented, to verify information provided.*
- *Please note that as a potential employee of NT Christian Schools your application will be kept for a period of 12 months. The information you have provided will be managed in accordance with the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Privacy Amendment Act).*
- *The [Privacy Information Fact Sheet](#) provides a brief overview of how NT Christian Schools will collect and hold personal and other sensitive information about you. The [NT Christian Schools Privacy Policy](#) is also available for your information.*
- *Aboriginal and Torres Strait Islander people are encouraged to apply.*

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the Statement of Faith called 'What We Believe'. They are expected, both in the work place and in other areas of life, to act in ways that are consistent with that basis. Acknowledging that all people are fallible and good can ultimately only come from God, staff members are expected to be committed to Jesus Christ and ought to serve and love one another as Christ loves them.