



# TOONGABBIE CHRISTIAN COLLEGE

## EMPLOYMENT APPLICATION

### GENERAL STAFF

Name \_\_\_\_\_

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

Full time  Part time  Temporary  Casual

#### **ETHOS, AIMS AND OBJECTS OF THE COLLEGE**

The ethos, aims and objects of the College are based on:

- acceptance of the lordship of Christ; and
- acceptance of the Bible as the revealed Word of God;

as these are defined in the Statement of Faith, Purpose and Purpose Statements.

#### **PURPOSE STATEMENTS**

- Provide a quality Christian education that meets the academic, spiritual, physical, social and emotional needs of each student.
- Teach the NESA curriculum encouraging each student to attain excellence according to their God-given abilities.
- Present the curriculum from a Biblical Worldview perspective that challenges students to become discerning and wise in their judgements.
- Regularly challenge all students to trust in Jesus Christ as their personal Lord and Saviour and to assist them to grow as his disciples.
- Offer opportunities for spiritual growth and service that help students to grow in Christian character
- Help all students to grow in a biblical understanding of themselves and others as loved, valued and unique because they are created in God's image.
- Employ mature Christian staff who are well-qualified, passionate people who seek to model Christ to their students.
- Partner with parents/carers and their local churches for the nurture, growth and equipping of their children.
- Develop a relational community where the biblical principles of love, grace, justice and forgiveness are learnt and practised.
- Witness through the Christian example of our lives and missional endeavour, to our local community and the world.

## STATEMENT OF FAITH

### **The Nature and Unity of the Godhead**

We believe there is one God who is eternal personal Spirit. He is infinite in power, wisdom, holiness and love. God is Triune in essential being and revealed to us as Father, Son and Holy Spirit, and who of His own sovereign Will created the heavens, the earth and all that is contained within the universe.

### **The Deity and Humanity of Christ**

We believe that Jesus Christ as the second Person of the Godhead is eternally one with God the Father of whose person and glory Jesus is the accurate expression. To become human, He was conceived of the Holy Spirit and born of the virgin Mary, so that two whole and perfect natures, the nature of God and human nature, were united in one Person; truly God and truly human.

### **The Holy Spirit**

We believe that the Holy Spirit is the third Person of the Trinity is eternally one with the Father and the Son yet He is sent by Them to achieve the divine purpose in the world and the church.

### **The Divine Inspiration of the Scriptures**

We believe that the Scriptures, consisting of the sixty-six books of the Old and New Testaments, are the infallible Word of God. They were written by holy people of God inspired by the Holy Spirit and have supreme authority in all matters of faith and conduct.

### **The Sinfulness of People**

We believe that people were made in the image of God and for fellowship with God. By transgression of God's command humankind fell from fellowship with God and their nature was corrupted. As a consequence, all people are spiritually dead under Satan's dominion and control and subject to God's wrath and condemnation. Therefore, apart from God's grace, people are helpless and hopeless.

### **Christ's Atonement for the Sin of Man**

We believe in order to redeem people from the guilt, penalty and power of sin; Jesus Christ became human and died a sacrificial death as our representative substitute. By His resurrection, God's acceptance of His atoning death was demonstrated. This atonement is sufficient for the whole world, but effective only in those who received it. The sinner is justified and reconciled to God, not through any personal merit, but solely on the basis of God's gracious gift of salvation in Jesus Christ received through faith.

### **The Work of the Holy Spirit in Salvation**

We believe the ministry of the Holy Spirit is necessary for the acceptance of God's provision of salvation. The Holy Spirit convinces sinners of their sinfulness, leads them to personal faith in Jesus Christ as Lord and Saviour and so brings them to spiritual birth as God's children and to fellowship in Christ. Working within the life of believers the Holy Spirit makes real the presence of Christ, witnesses to their relationship with God, leads into all truth, bestows gifts for effective services and produces graces for holy living.

### **The Church**

We believe the Church is the body of people whom God has separated from the world through faith in Jesus Christ as their Lord and Saviour. All regenerate persons are members of the universal Church of God, which takes local form wherever groups of believers unite for worship, fellowship and service in accordance with scriptural principles. All believers are called to a priestly ministry in the offering of spiritual sacrifices and sent into the worlds to be witnesses. God calls individuals to positions of oversight and leadership or to special ministries. The Church recognises such by ordaining pastors, commissioning missionaries, appointing deacons and other leaders, following New Testament practice.

### **\* The Baptism of Believers only by Immersion**

We believe that Baptism is an ordinance of the Lord Jesus Christ. It is a public declaration of a person's faith in Jesus Christ as Lord and Saviour. In accordance with New Testament Scripture it should be administered only by total immersion, which symbolises the believer's identification with Christ in death, burial and resurrection, the remission of sins and the believer's dedication to God to live and walk in newness of life.

### **\* The Communion**

We believe that the Lord's Supper is an ordinance of the Lord Jesus Christ instituted by Him to be celebrated with the elements of bread and wine by believers in Christ until the end of the age. It commemorates and declares our thanks for the Lord's substitutionary death. The celebration of the ordinance expresses our fellowship with and in the Lord Jesus Christ as members of the Body of which He is the Head.

### **The Return of the Lord Jesus Christ**

We believe at the end of this age, according to His promise, Jesus Christ will return personally and visibly in His glory to the earth. The full consummation of the Kingdom of God awaits His return.

### **The Resurrection of the Dead**

We believe at the end of the age, there is to be a resurrection both of the righteous and the unrighteous. After death the bodies return to dust, but their spirits return immediately to God – the righteous to be with Him and the unrighteous to be reserved for the judgment.

### **Rewards and Punishments in a Future State**

We believe God has appointed a day of final judgment for the world. At that time Jesus Christ will judge every person and each will receive reward or punishment according to their deeds. Those judged righteous, in their resurrected and glorified bodies, will receive their reward and will dwell forever in Heaven with the Lord. The unrighteous will be consigned to Hell, the place of everlasting punishment.

\* Variations to these clauses will be accepted to allow for different convictions about these two beliefs.

## PRIVACY STATEMENT – EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing Toongabbie Christian College with personal information. All correspondence should be addressed to:  
PO Box 765  
Toongabbie NSW 2146  
Telephone \_\_\_\_\_ 02 8863 2952  
Email \_\_\_\_\_ [principal@tcc.nsw.edu.au](mailto:principal@tcc.nsw.edu.au)
2. If you provide us with personal information, for example your name and address or other information contained on your resume, we will collect the information in order to assess your application. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. 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.
4. We will not disclose this information to a third party without your consent.
5. We are required to conduct a criminal record check and to collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law.
6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. 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 information to third parties.

## WORKING WITH CHILDREN CHECK

The Child Protection (Working With Children) Act 2012 requires you provide a current Working With Children Check approval number. It is a condition of employment that a WWCC number be provided prior to commencement.

If you do not currently have a number, visit - <http://www.kids.nsw.gov.au> or call the helpline to have someone fill in a form for you (1300 555 727). You will be issued with an application number. Take this application number to the local motor registry with appropriate identification and they will then issue you with a WWCC Number.

The WWCC remains current for five years. This WWCC is transferrable amongst employers. You may be able to claim this expense as a tax deduction as it is a requirement for your employment when you lodge your tax return. Please consult with your tax advisor.

Your WWCC Number \_\_\_\_\_ Expiry date \_\_\_\_\_

## PERSONAL INFORMATION

Title \_\_\_\_\_  Mr  Mrs  Miss  Ms  Other \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Email \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Are you an Australian Citizen or Resident and/or eligible to work in Australia?  Yes  No

Marital Status \_\_\_\_\_

If married, please give spouse's full name \_\_\_\_\_

**QUALIFICATIONS (If necessary, attach a list showing full details)**

Course	Year Completed	Full time equivalent years study
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach certified copies of Diplomas, Certificates, Degrees and academic transcripts.

**PROFESSIONAL MEMBERSHIP &/OR DETAILS OF OTHER COURSES COMPLETED**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

Date from	Date to	Employer	Position	Reason for leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**HOBBIES & OTHER INTERESTS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CHRISTIAN EXPERIENCE & UNDERSTANDING**

How long have you been a Christian? \_\_\_\_\_

Current Church \_\_\_\_\_

How long have you been attending your current church? \_\_\_\_\_

What is the name and telephone number of the Minister/Pastor to whom we should refer?

Pastor/Minister \_\_\_\_\_ Telephone \_\_\_\_\_

What is your involvement at your church? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The following questions may be answered on a separate page:**

1. Give a brief account of your Christian journey \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

2. What is your definition of a Christian? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How would you explain the Christian gospel to a friend? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe the place of the Bible in your life? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Briefly explain your working philosophy. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**GENERAL**

What is your motive in seeking a position in a Christian school? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any physical/health issues which may affect the position if you were appointed?  Yes  No

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

Have you been arrested/convicted for any criminal act in the last five years?  Yes  No

If yes, please give details. \_\_\_\_\_  
\_\_\_\_\_

## SALARY AND CONDITIONS

Salary and conditions will be based on the current NSW Christian Schools General Staff Multi Enterprise Agreement 2020-2023.

## REFERENCES

We require a reference from the Minister or Pastor of the Church that you regularly attend and two Professional referees. Please provide at least two or three contact details of your referees.

Name \_\_\_\_\_ Position \_\_\_\_\_

Employer \_\_\_\_\_ Contact number/s \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Employer \_\_\_\_\_ Contact number/s \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Employer \_\_\_\_\_ Contact number/s \_\_\_\_\_

## SIGNATURE

Having completed all the above questions, read the statement of Faith, Purpose and Purpose Statements of Toongabbie Christian College, I hereby apply for employment to the above position.

I have honestly represented my qualifications, experience and fitness throughout the application process.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## CHECKLIST

If you proceed to making an application, please ensure all items on the following checklist are completed and included in your application. An incomplete application may not be considered.

- A curriculum vitae or resume that summarises your suitability for the position (if applicable)
- Certified copies of qualifications
- References/Referees
- Current Working with Children Check number provided (or application number)
- Current First Aid credential
- All sections of Application Form completed and enclosed