

**APPLICANT NAME:** \_\_\_\_\_



*'The School is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment'*

## **ADMINISTRATOR APPLICATION FORM**

### **Checklist to include with application:**

- Police Clearance
- Working With Children (WWC) card
- Current Curriculum Vitae

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

## PERSONAL INFORMATION

Surname (Mr/Mrs/Ms/Miss) : \_\_\_\_\_  
Christian Names : \_\_\_\_\_  
Address : \_\_\_\_\_  
Phone : (Home) \_\_\_\_\_ (Mb) \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Nationality : \_\_\_\_\_

Have you ever been arrested or convicted for any criminal act?  Yes  No

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

## CHRISTIAN BACKGROUND

How long have you known Christ as Lord and Saviour? \_\_\_\_\_

What is your denominational preference? \_\_\_\_\_

Are you an active member of a local Church?  Yes  No

Which Church? \_\_\_\_\_

Minister's Name: \_\_\_\_\_ Phone \_\_\_\_\_

Church Address: \_\_\_\_\_ Post Code \_\_\_\_\_

In what capacity do you serve in your Church? \_\_\_\_\_

\_\_\_\_\_

## SUMMARY OF QUALIFICATIONS

*(A more detailed description must be provided in the attachment.)*

Years of Training: \_\_\_\_\_

Training: (brief details) \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

## APPLICATION

On the basis of the information provided in this form, I hereby apply for an Administrator position as set out below.

### Tick as appropriate

I am interested in employment:     part time                       long term  
    full time                                 short term

## REFERENCES

List below people who can testify as to your character and professional ability.

### Character References

NAME	ADDRESS	PHONE

### Professional References

NAME	ADDRESS	PHONE

Please attach copies of one current reference from at least one person listed in each of the two categories above.

## CHRISTIAN EXPERIENCE AND BELIEFS

*Where necessary write your answers on a separate sheet of paper.*

Give a brief account of your Christian experience and conversion: \_\_\_\_\_

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Give your own definition of a Christian: \_\_\_\_\_

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What are your views about the authority and historical accuracy of the Bible?

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What do you think about the theory of evolution and its relationship to what the Bible teaches?

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Why do you believe God is calling you to make this application?

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How do you handle difficult students? \_\_\_\_\_

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List any positions of special responsibility you have held, and length of time.

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## SPECIAL QUALIFICATIONS

Tick appropriate box for which you have special training, experience or interest:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Accounts        |
| <input type="checkbox"/> Administration   | <input type="checkbox"/> Computers           | <input type="checkbox"/> MS OFFICE Suite |
| <input type="checkbox"/> OTHER _____      |  |  |

## **THE AIMS OF CHRISTIAN COMMUNITY SCHOOLS**

Christian Schools Australia has developed to contribute to the education facilities of the Commonwealth of Australia by establishing and maintaining, in such suitable places that may be thought convenient, preschools, primary, secondary and other educational institutions of the highest standards for the purpose of achieving the objects hereinafter mentioned namely: -

(a) To provide an education of high academic standards based on

- An acceptance of the lordship of Christ, and
- An acceptance of the Bible as the revealed Word of God.

As these are defined in the Confession of Faith of the organization.

(b) To provide an education that also:

- Fosters self-discipline in the learner while teaching him to accept the discipline of the Church, which is the Body of Christ, and to obey the laws of the Government.
- Develops the individuality of the learner and stresses the function of the learner as a member of the Body of Christ and of the community.
- Trains the learner in the moral and ethical standards of the Bible as interpreted in the teaching of the New Testament.
- Develops the learner's creative and critical abilities.
- Stresses cooperation rather than competition and fosters the development of the gifts, skills and abilities of the learner for the service of Jesus Christ in the Body of Christ and the community.

## THE CONFESSION OF FAITH

**We believe** in the Divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety and that the Holy Spirit so moved the writers that what they wrote are authoritative statements of truth for all matters of faith and conduct.

**We believe** there is one God in whom there is three equal Divine Persons, revealed as the Father, the Son and the Holy Spirit, and who of His own sovereign will have created the heavens, the earth and all that is contained within the Universe.

**We believe** the Lord Jesus Christ is the eternally existing, only begotten Son of the Father, conceived by the Holy Spirit and born of the Virgin Mary. As God He became flesh and dwelt among us: as man He was God.

**We believe** all men are in a fallen, sinful and lost condition through the rebellion of Adam and Eve, who were created without sin, and in this state of depravity are helpless to save themselves and are under the condemnation of God to eternal punishment in Hell.

**We believe** that salvation from the penalty and consequences of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ.

**We believe** it is the Holy Spirit alone who convicts men of sin, leads them to repentance, creates faith within them and regenerates and fills those who believe on the Lord Jesus Christ as Lord. It is the indwelling Spirit who bestows the Gifts of the Spirit and manifests the Fruit of the Spirit in the believer.

**We believe** Christ died for our sins, was buried and the third day rose from the dead; that He appeared to men who touched Him and knew his bodily presence and that He ascended to His Father.

**We believe** the Lord Jesus Christ will return in person with His saints and that the full consummation of the Kingdom of God awaits His return.

**We believe** those who have been regenerated by the Holy Spirit will receive a resurrection body at the return of Jesus Christ and be forever with the Lord, while those who have not believed will be resurrected to stand at the Judgment Seat of God to receive His judgment and eternal condemnation to Hell.

**We believe** the Church is the Body of Christ composed of all believers in the Lord Jesus Christ, which finds its visible manifestation in the local community of believers, is competent under Christ as Head of the Church to order its life without interference from any authority whether civil or ecclesiastical.

**We believe** the Lord's Supper, is a memorial and proclamation of the Lord's death until He returns.

**We believe** and reaffirm our uncompromising stand on God's Word that marriage is instituted by God to be between one man and one woman.

I declare the above statement of application to be true and wish to apply for a position at Emmanuel Christian Community School.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **STATEMENT OF MUTUAL UNDERSTANDING AND RESPECT**

### **BACKGROUND**

The Constitution of Emmanuel Christian Community School records the basis of understanding between the Church community and the School community for the ministry known as the Girrawheen Baptist Church-Governed Christian School.

It is acknowledged that the commencement of the School was a response by the Church to a direct leading by God. As a ministry of the Girrawheen Baptist Church, the School operates under the spiritual guidance of the Church. The School is accountable to the Church, through the School Board, to operate in a way that is consistent with the vision and mission of the Church. In operating the School, the Church acknowledges that God has given to parents the prime responsibility for the nurture and education of their children. Similarly, parents should acknowledge that God has given the Church a teaching and discipling role.

The School therefore ministers in partnership with both parents and the Church. As a consequence, the School will seek to support and not to usurp the role of parents or the Church in their respective areas of ministry. Likewise, the Church accepts the School's competency to operate within its sphere of responsibility, as should the parents.

The School constitution acknowledges that the school will seek not to impinge on church activities nor have a negative impact upon other aspects of Church life. Rather it will seek to work as a co-operative part of the Church community. The Church equally commits to encouraging the School to be involved in other areas of Church life and ministry.

The Church and School are committed to working together to achieve the Vision and Mission of the Church. The Church and School will seek to be sensitive to their respective needs in ministry. In doing so both acknowledge that relationships are more important than structures. Should conflict arise, this will be resolved in ways consistent with Biblical principles and reflecting God's love and grace.

### **PURPOSE OF THIS STATEMENT**

This Statement sets out the fundamental principles and expectations underpinning the relationship between the Church and the School, building upon the understandings outlined above.

### **ROLES OF THE CHURCH AND SCHOOL**

The Church has played a key role in the establishment of the School and continues to play a role in their ongoing lives. The Church is expected by its own and the broader community to take an active part in ensuring the good governance of the School. The Church does so through the involvement of the Church Community in the membership of the School and their appointment of the Board.

In order to ensure that the reputation of the Church is not adversely affected the Board is to ensure good governance of the School and the maintenance of high levels of accountability for that good governance to the Church and other stakeholders of the School.

The School is expected to communicate openly with the Church through reporting and other agreed means of communication relating to certain of their operations and activities.

## KEY PRINCIPLES

The Board is expected to recognise the role of the Church in the life and operations of the School and in doing so:

- uphold and pursue the Statement of Faith and doctrines, tenets and beliefs of the Church;
- be transparent and timely in reporting of information, reports and other information as is reasonably requested by the Church;
- have regard to contemporary standards and expectations and in the determination and implementation of policies and procedures;
- take responsibility for the students and families of the School;
- work with the Church in a spirit of co-operation and respect
- develop strong mutually beneficial working relationship with the personnel of the Church

## KEY EXPECTATIONS

Specifically, in order to give effect to the mutual intent expressed in this Statement of Mutual Understanding and Respect, it is expected that the School will work in a spirit of cooperation with the Church to do each of the following, namely:

- to strive for legislatively compliant policies and procedures;
- to comply promptly with reasonable requests from the Church to provide information including but not limited to:
  - compliance documentation regarding safety of students and staff (eg. Child protection screening compliance and critical incident reports); and
  - copies of specified policies and procedures of the School; and
  - to report proactively and in a timely manner events giving rise to potential financial or reputational exposure to the School or the Church; and
  - to liaise with the Church prior to the release of public statements and media releases surrounding major issues, likely to impact on the reputation or financial position of the School or the Church; and
  - to provide reasonable reporting in a form and at intervals agreed from time to time with the Church relating to matters likely to impact on the reputation or financial position of the School or the Church.
- To promote and promulgate the core values of the Church and the School.
- As an employee of Emmanuel Christian Community School Incorporated, I acknowledge that this Statement of Mutual Understanding and Respect reflects the Association's beliefs of the ministry of Church and School relationship.

Signed:

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