

GEELONG BAPTIST COLLEGE
APPLICATION FOR EMPLOYMENT
NON-TEACHING POSITION



Date: ____ / ____ / ____ Position for which you are applying: _____

Surname (Mr/Mrs/Miss): _____ Christian Name(s): _____

Address: _____ Postcode: _____

Telephone: Hm () _____ Wk () _____ Email: _____

** Please note that all applicants will be required to have a current Working with Children Check. Some applicants may be required to obtain a Federal Police Clearance before an appointment is confirmed.

**** Please ensure you include the following as part of your application:**

- Cover letter
- Detailed resume: qualifications, current courses being undertaken including current as well as previous employment.
- Completed Application Form

SECTION A: QUALIFICATIONS

1. What qualifications do you hold?

2. List interests or hobbies that may be useful in the role for which you are applying.

SECTION B: APPLYING FOR A POSITION AT GEELONG BAPTIST COLLEGE:

3. What are your reasons for seeking a position at Geelong Baptist College?

4. As GBC is a Christian school, please outline how you feel you would uphold and support the Christian ethos.

College details such as mission, values etc can be found on the College website: www.gbc.vic.edu.au

5. Briefly give your views on:

i) Discipline and student management

ii) Student-staff relations

iii) Your expectations of a work environment in a small school

6. Please outline examples of where you have demonstrated competence in:

iv) Contribution to work or school life beyond the role for which you are applying

v) Leading a team within your role

vi) Evoking and implementing change within the school/work environment

7. Please complete the following self-assessment by ticking the appropriate column in terms of how you rate your own abilities in the area outlined.

	Abilities/Skills	Excellent	Very Good	Adequate	Needs Attention
1	Forward planning				
2	Self-discipline				
3	Flexibility				
4	Creativity				
5	Punctuality				
6	Communication				
7	Self-confidence				
8	Health & fitness				
9	Rapport with students				
10	Teamwork				
11	Support for Christian Education				
12	Willingness to work hard				
13	Organisational skills				
14	Resourcefulness				
15	Commitment to workplace				

8. Please provide the names (and contact details) of two professional and two personal referees.

1. Name: _____ Position/Role: _____

Contact No: _____ Email: _____

Relationship: _____

2. Name: _____ Position/Role: _____

Contact No: _____ Email: _____

Relationship: _____

3. Name: _____ Position/Role: _____

Contact No: _____ Email: _____

Relationship: _____

SECTION C: ADDITIONAL INFORMATION

(Applicants are invited to complete this section at their discretion)

9. If you are a member of a church, please provide details of the church you attend and the capacity in which you serve or have served:

10. Other community involvement:

11. Please outline your reason for leaving your last place of employment:
