



# Application for a General Staff Position

Thank you for your enquiry.

Heathdale Christian College is a vibrant, multi-campus school that was founded with the purpose to glorify God through Christ-centred education that helps children develop their God-given potential. Heathdale is dedicated to the growth of every student through the provision of learning excellence and strong supportive pastoral care.

We seek to employ staff who identify with the Christian foundations, ethos and are able to demonstrate that their Christian faith is a priority in their life.

The College has a zero tolerance of child abuse. We have established a series of Policies, Procedures and Code of Conduct for all employees, volunteers and contractors working onsite with our students. This is aimed to protect children from abuse and embed a culture of child safety throughout our school environment.

Enclosed in this application pack are:

- A staff application form
- A copy of our College's Theological Foundations

The application form is designed to not only elicit information that will help the selection panel in its short-listing process, but also to provide opportunity for comments by the applicant that may be profitably discussed further. Any documentation not available at the time of submission of the application form should be forwarded as soon as possible.

To apply for this position, please submit the application pack, together with cover letter and resume by email to: [hr@heathdale.vic.edu.au](mailto:hr@heathdale.vic.edu.au)

For any further enquiries please contact Human Resources on (03) 9749 1522.

## Checklist

Please ensure you submit the following with your completed application:

- Cover letter
- Resume
- Copy of any relevant certificates (such as qualifications, First Aid, VISA)

The following documents may not be available at application date, but will be required as a condition of employment. Please tick if attached.

- Working With Children's Check (E)
- Current Police Check

## Heathdale Christian College

**Melton** 102-112 Centenary Avenue, Melton Victoria 3337 . 03 8746 3100

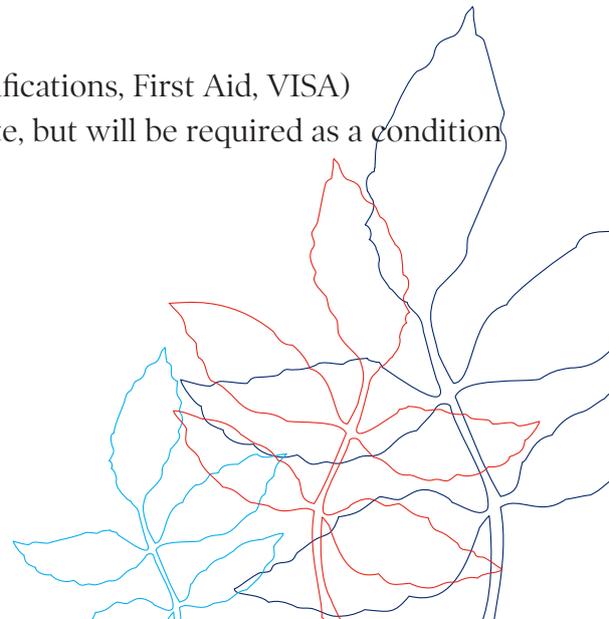
**Werribee** 175 Derrimut Road, Werribee Victoria 3030 . 03 9749 1522

**Postal** PO Box 1042, Werribee Plaza Victoria 3030

[heathdale@heathdale.vic.edu.au](mailto:heathdale@heathdale.vic.edu.au)

[www.heathdale.vic.edu.au](http://www.heathdale.vic.edu.au)

ABN 40 005 962 792 ACN 005 962 792  
C.R.I.C.O.S. Provider No. 00578B





**1. POSITION APPLIED FOR:**

**2. PERSONAL DETAILS**

Mr/Mrs/Miss/Ms/Dr/Rev

Surname

Given Names

Residential Address

Postal Address (if different from above)

Email Address

Mobile Number

**3. PERMISSION TO WORK**

Do you have current permission to work in Australia?

Yes

No

If yes, please indicate which:

Australian Citizen

Permanent Resident

Temporary Resident

**4. EMPLOYMENT HISTORY**

Provide your current or most recent position details:

School/Organisation Name

Position Held

Start/Finish Dates



## Theological Foundation Statement

*The teaching and activities of Heathdale Christian College will conform with, and be informed and enriched through, the principles outlined in the following statement of basic truths contained in the Christian Bible and expressed in the Westminster Confession and the Apostle's Creed.*

1. Holy Scripture, the Old and New Testaments, is God's written word and contains all things necessary for salvation. It is the supreme authority in all matters of faith and conduct and provides the framework for our understanding of God's creation and His purposes within it.  
**Scriptural Basis:** II Timothy 3:16 -17; Psalms 119:9-16
2. Holy Scripture is intelligible in itself, but our understanding of its truth is brought about only as the Holy Spirit reveals it to us. It remains essential for God's people to draw to one another's attention the plain meaning of Scripture and its implications for life, and to witness to its truthfulness in experience.  
**Scriptural Basis:** II Peter 1:19-21; Deuteronomy 17:19-20
3. There is one true God who in the unity of His Godhead exists in three persons: the Father, the Son and the Holy Spirit.  
**Scriptural Basis:** Exodus 20:3; Matthew 28:18-20; I Corinthians 8:4-6
4. God is the creator of all things and His sovereign providence and authority is exercised in holiness, infinite wisdom, power, goodness and love.  
**Scriptural Basis:** Genesis 1:1-31; Colossians 1:16-17
5. All human beings were created in the image of God, and because humanity has chosen to rebel against the sovereign God, that image has been marred by sin. This event has cosmic significance, as it has affected the environment in which we live, marred our nature including our mind and will, distorted our perception of our place in the world and broken our relationship with God. People by themselves no longer have the power to act in a way that is pleasing to God; from birth, our nature is self-centred and not God-centred, thereby rendering us deserving of God's condemnation and in need of salvation.  
**Scriptural Basis:** Genesis 3:1-24; Romans 5:12 -19
6. God the Son became man and lived in His world. He is known as the man Jesus Christ who is both truly God and truly man. He was conceived by the Holy Spirit and born of the Virgin Mary.  
**Scriptural Basis:** John 1:1-14; Hebrews 4:14-16; Luke 1:35; Isaiah 7:14; Galatians 4:4-5
7. Jesus Christ, the perfect man, died in mercy and grace to reconcile us to the Father. Acting as a substitute, He took on all the sins of humanity and accepted God's sentence of punishment on our behalf. The death of Jesus satisfied God once for all, and because of that He has removed the barrier which had prevented His full relationship with humanity.  
**Scriptural Basis:** Isaiah 53:4-11; I Peter 3:18-20; I John 3:4-5; John 1:29; John 3:3-17
8. Completing the work of redemption, Jesus has been bodily raised from death and given all authority. This authority is not recognised by rebellious people, but will be clear to all when He returns in person to judge the world.  
**Scriptural Basis:** Matthew 28:1-7; I Corinthians 15:3-9
9. All people as they commit their lives to Jesus in repentance and faith, are declared righteous by God and restored to their relationship with Him. This conscious commitment is made possible by the work of the Holy Spirit within the individual; it is not based upon one's efforts or merit.  
**Scriptural Basis:** Romans 8:9-17; Ephesians 2:8-9; John 1:12-13
10. God, the Holy Spirit lives within everyone who confesses Jesus Christ as Lord. By their personal commitment of faith, believers are born anew, baptised of the Spirit and made alive to God.  
**Scriptural Basis:** John 14:15-17; I Corinthians 12:12-13; John 16:12-15
11. The Church is the universal Body of all believers who have been made alive to God and indwelt by the Holy Spirit. The Biblical ordinances or practices given by Christ for His Church are Baptism and Communion.  
**Scriptural Basis:** Ephesians 1:22-23; Acts 2:37-47; Matthew 28:18-20; I Corinthians 11:23-26 & 12:12-13
12. God expects His people to assemble together regularly in the name of Christ for Bible teaching, thanksgiving, prayer and mutual edification. Spiritual gifts are to be exercised not selfishly or egotistically, but with loving humility in the service of Christ and for the edification of His Church.  
**Scriptural Basis:** I Corinthians 12-14; Hebrews 10:23-25; Colossians 3:12-17
13. Christian parents are responsible to God for the care, discipline and instruction of their children in the Lord.  
**Scriptural Basis:** Deuteronomy 6:1-9; Ephesians 6:1-4

**NB:** It is not intended that the College should be used as a platform for issues of contention or denominational bias.



## 5. CHURCH & COMMUNITY

a) Which church/fellowship are you currently attending, and how frequently?

Please read the attached Theological Foundation Statement. This document describes the Biblical principles on which Heathdale Christian College is founded.

b) Please reflect on any particular aspects of the Theological Foundation Statement that stand out to you:

c) Please provide some information as to how these beliefs and values are reflected in your life:

## 6. ADDITIONAL INFORMATION

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



## 7. REFEREES

Please provide details of two people who would be able to attest to your professional ability to work in a school; and one person able to attest to your spiritual character.

### a) Professional Referee 1

Referee's Name

Referee's Position

Telephone Number

Relationship to You

### b) Professional Referee 2

Referee's Name

Referee's Position

Telephone Number

Relationship to You

### c) Spiritual Referee

Referee's Name

Referee's Position

Telephone Number

Relationship to You



## 8. GENERAL

a) Do you have any health concerns that would restrict your ability to fulfil the responsibilities of this position?

Yes

No

If Yes, please describe

b) How did this vacancy come to your attention?

Heathdale website

Heathdale referral

LinkedIn

Christian jobs website

Other

c) What drew you to seek employment at our school?

## 9. DECLARATION

I  (applicant's name)

**do declare as follows:**

1. The information in this application is true and correct.
2. That all copied material is a true copy of the original document.

**and acknowledge that:**

3. Any appointment is on condition that the information provided by me is true and correct.
4. Checks may be made to verify any information supplied and I give my permission for that to occur including, if considered appropriate (eg. checking with referees). I authorise Heathdale Christian College to make such enquiries and I authorise the relevant authorities to provide Heathdale Christian College with that information.

**Applicant's Signature**

**Date**