

INFORMATION FOR APPLICANTS
CONTACT NOMINATED SUPERVISOR
Childcare Centre



CALVARY CHRISTIAN COLLEGE
P O BOX 4157
LOGANHOLME DC 4129

559 – 581 REDLAND BAY ROAD
CARBROOK QLD 4159

INFORMATION FOR APPLICANTS

Thank you for responding to the “positions vacant” advertisement.

Please read through the accompanying material which includes:

- Application Form
- Position Description
- A sheet entitled “Working at Calvary Christian College”
- Employment Collection Notice
- Statement of Beliefs
- Staff Lifestyle Agreement

Applicants should apply in writing and ensure that the application includes THREE copies of the following:

- Application form
- A covering letter
- A curriculum vitae including details of employment, studies undertaken, qualifications and church involvement.
- A reference from your minister or church leader (must be current)
- A reference or referee contact details.
- Statement of Beliefs
- Staff Lifestyle Agreement

All applications are due by 5:00 pm Friday 27 January 2012

Please mark your application CONFIDENTIAL and mail to:

Cathy Hockey
Principal
Calvary Christian College
P O Box 4157
Loganholme DC 4129

Or deliver to:

Calvary Christian College
559 – 581 Beenleigh-Redland Bay Road, Carbrook

For further information please contact the Deputy: Early Childhood, Mrs Ronwyn Collier on (07) 32876222 or email at info@calvarycc.qld.edu.au

CONTACT NOMINATED SUPERVISOR

ROLE DEFINITION

The role of the Contact Nominated Supervisor is:

- Contact Group Leader/Educator (4 days)
- Responsible for the overall running of the Centre in conjunction with the Deputy: Early Childhood

KEY ATTRIBUTES

Your role will include:

- All the duties of a Group Leader/Educator
- Responsible for all day to day operational aspects of the Centre
- Maintain the Centre's policies and procedures
- Implementation of the National Quality Framework
- Responsibility for staffing
- Ensuring the Centre adheres to all relevant regulations
- General and other administrative duties

The successful applicant will demonstrate:

- Advanced Diploma of Childrens' Services or equivalent
- Current First Aid Certificate
- Current Blue Card
- Proactive management with enthusiasm
- Excellent communication skills
- High attention to detail
- Organised and good work ethic
- Able to work independently as well as being a good team player
- Good knowledge of MS Office

LOCATION

The Contact Nominated Supervisor will be required to work at Kingdom Kids Childcare Centre, Carbrook Campus.

CONDITIONS OF APPOINTMENT

1. AWARD/AGREEMENT

The Contact Nominated Supervisor will be employed under the terms of the Calvary Christian College Union Collective Agreement.

2. DURATION

This appointment is a contract position commencing Thursday 5 January 2012 and concluding Friday 21 December 2012, with possible extension.

3. SALARY

The Contact Nominated Supervisor will be paid a salary in accordance with the Calvary Christian College Union Collective Agreement.

4. HOURS

Full time position

WORKING AT CALVARY CHRISTIAN COLLEGE

YOUR EMPLOYER

Staff are employed by the Council of Calvary Christian College

THE COLLEGE'S EXPECTATIONS

- Staff members will be committed Christians, involved in regular worship, and active in expressing their faith through their lifestyle.
- Staff members will subscribe to the aims of the College and be committed to the Christian values of the College (see prospectus)
- Staff members will pray daily with colleagues and students and participate in the worship activities of the College.
- Staff members will work within the authority structure of the College (Council; Principal; Executive Staff) and actively support the policies of the College.
- Staff members will work to help students develop a Christian vision of life so that they become effective stewards of the creation.
- Staff members will participate in the College's strategic planning and professional development activities and attend the annual staff Retreat.
- Staff members can be required to work on either campus according to the needs of the College

INDUSTRIAL MATTERS

All staff are covered by a Union Collective Agreement which refers to these specific awards for staff involved in particular areas of the College.

Employment Collection Notice (adopted from the Privacy Manual)

1. In applying for this position you will be providing Calvary Christian College with personal information. We can be contacted by phone on (07) 3287 6222; by fax on (07) 3287 6030; by email at info@calvarycc.qld.edu.au; or by mail at PO Box 4157, Loganholme Qld 4129.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for *12 months*.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent. However, we usually disclose this kind of information to the following types of organizations: Board of Teacher of Registration, government departments such as the Police Department for a criminal record check,
6. We are required to conduct a criminal record check collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law.*
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, that the College does not usually disclose the information to third parties and that we may store their information for *12 months*.

* Currently applicable in NSW and QLD.

Calvary Christian College

A Ministry of Logan Uniting Church



STATEMENT OF BELIEFS

1. We believe in one God, Father, Son and Holy Spirit (Deut 6: 4; Mt 28: 19; Jn 14: 16; 16: 7)
2. We believe God (Father, Son and Holy Spirit) is the creator and sustainer of all (Gen1: 1,2; 2: 7; Col 1: 16; Ps 104: 27-30)
3. We believe human beings are created in the image of God (Gen 1: 26,27)
4. We believe the essence of sin is rejection of and rebellion against God (Gen 3: 1-7; Rom 1: 21-23)
5. We believe this sin resulted in a broken relationship with God, each other and creation (Gen 3: 8-24); and is further reflected in a broken world and in idolatry, immorality, dishonesty, greed, injustice, abuse (self, others and creation), selfishness and the like (Rom 1: 26-32; 8: 20,21; Eph 4: 25-5: 20; Gal 5: 19-21)
6. We believe in the Centrality of Jesus Christ:
 - a. Fully God, fully human (Mt 1: 18-23; Jn 1: 1, Jn 10: 30; Col 2: 9; Heb 4: 15, 1Jn 4: 2, 3; Phil 2: 6, 7)
 - b. Lived a life of perfect obedience (Heb 5: 8; Phil 2: 8; Rom 5: 19)
 - c. Died for our sin (Mk 15: 33-39; 2Cor 5: 21)
 - d. Was physically resurrected (Lk 24: 1-9, 36-46; 1Cor 15: 12-58)
 - e. Will come again as the judge of all (Acts 10: 34-43; 2Tim 4: 8)
7. We believe in the resurrection of the dead and the gift of eternal life through Christ (1Cor 15: 12-58)
8. We believe in the power of the Holy Spirit to transform lives and indeed the whole of creation (Jn 14: 16,17; 16: 5-15; Rom 8: 15-17; 2Cor 5: 17,18; Rom 8: 18-27; Eph 1: 9,10)
9. We believe we are saved by God's grace through faith in Christ alone (Eph 2: 8-10; Rom 5: 10,11)
10. We believe the bible is inspired by God (God-breathed). Our faith, teaching and lives are nourished and regulated by the truth of the biblical witness. (2Tim 3: 15-17)
11. We believe the bible (the word of God) points beyond itself to Jesus Christ (the Word of God) on whom alone our faith, hope and salvation rests (Jn 1: 1-18; 14: 6; Acts 4: 10-12)
12. We believe our purpose in life is to love God fully and to love others as Christ has loved us and so participate in building God's Kingdom of love, peace and justice (Mt 22: 37-40; Jn 13: 34; 1Jn 4: 16; Lk 4: 16-21; 11: 2-4)
13. We believe we are called to be witnesses of Jesus Christ in word and action, in the power of the Holy Spirit (Mt 28: 18-20; Acts 1: 8; Rom 1: 16; 10: 9-15)
14. We believe we are called to turn away from sin (see 4&5 above) and to grow in Christ-like character exemplified in the fruit of the Spirit (Gal 5: 16-23; Eph 4: 11-5:21; Col 3: 1-17; 2Pet 1: 3-11)
15. We believe we are called to celibacy in singleness and loving faithfulness between a man and woman in marriage (Gen 2: 24,25; Mark 10: 2-12; Eph 5: 21-33; Rom 1: 18-32)

16. We believe that through faith in Christ we are united with all other believers in Christ's Body – the Church – and that this finds expression through our participation in a local church (Mt 16: 13-19; Eph 1: 22,23; 2: 19-22; 3: 10-12; 4: 4-16; Heb 10: 24,25)
17. We believe we are called to unity within the local church and throughout the whole Christian Church (Eph 4: 1-6; 2: 14-18; Jn 17: 20-23; 13: 34-35)
18. We believe all believers (regardless of age, gender, social standing or culture) are gifted by the Holy Spirit and all gifts lead to service that builds God's kingdom (1Cor 12 & 13; Rom 12: 3-8; Eph 4: 7-16; Gal 3: 28)
19. We believe Christ gave us two sacraments – baptism and the Lord's supper – both of which remind us of and connect us with Christ's death and resurrection (Mt 28: 18-20; Rom 6: 3-10; Eph 4: 4-6; Lk 22: 7 -20; 1 Cor 11: 23-25)
20. We believe prayer is communicating with God (listening and speaking) and a means by which God connects us with and includes us in His will and purpose (Lk 11:1-13; Mt 18:19,20; Jn 14:13,14; Phil 4:4-7).

Note: these statements are based on and subservient to the Christian Scriptures, the Basis of Union of the Uniting Church in Australia and the Apostles and Nicene Creeds

I hereby submit to the Statement of Beliefs as stated above during my employment at Calvary Christian College.

Name: _____

Signature: _____ **Date:** _____

Calvary Christian College

A Ministry of Logan Uniting Church



STAFF LIFESTYLE REQUIREMENT

As members of Calvary Christian College we accept the following Staff Lifestyle Requirements:

- 1 Calvary Christian College bases its teachings and beliefs on the Bible, both Old and New Testaments, which the School regards as the inspired word of God. These teachings are expounded in many of Calvary Christian College's public and internal documents, both printed and on the school's website, and viewable by staff as part of their appointment process. These documents inform our understanding of the lifestyle values which staff who work in this school are required (subject to the provisions of the *Anti-Discrimination Act 1991(the Act)*) to respect and maintain at all time, and should be understood as source documents, defining our doctrines, tenets, beliefs or teachings.
- 2 All staff of Calvary Christian College, regardless of their role, are required to be seen to conduct themselves in the course of, or in connection with their work, in a manner consistent with these principles and beliefs and in accordance with the Christian ethics of the College, as contained and interpreted in these documents, thus providing a specifically Christian role model and example to all the families associated with the College.
- 3 It is a genuine occupational requirement (subject to the provisions of the *Anti-Discrimination Act 1991*) of Calvary Christian College that, consistent with the Act, staff members must not act in a way that they know, or ought reasonable to know, is contrary to the religious beliefs of Calvary Christian College. Nothing in their deliberate conduct should be incompatible with the intrinsic character of their position, especially, but not only, in relation to the expression of human sexuality through heterosexual, monogamous relationships, expressed intimately through marriage.
- 4 Staff are required to regularly and frequently attend a Christian church and to regularly and frequently support Staff devotions and Staff Worship Services.

I hereby subscribe to and affirm my understanding of the above requirements. I understand that continuing my employment at Calvary Christian College implies my ongoing adherence to these principles and the Christian philosophy of the College.

Name: _____

Signature: _____

Date: _____

Calvary Christian College
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EMPLOYMENT APPLICATION FORM

NAME:.....

ADDRESS:.....

.....

TELEPHONE: Work..... Mobile.....

Home.....

EMAIL ADDRESS:.....

CITIZENSHIP:.....

I hereby make application to Calvary Christian College for the advertised position:

- Collections Officer

In completing this application, I have enclosed THREE copies of the following:- (please indicate)

- Employment Application Form
- Covering Letter
- Resume
- Reference from Minister or church leader
- Statement of Beliefs
- Staff Lifestyle Agreement

Signed:.....

Date:.....

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EMPLOYMENT APPLICATION FORM

Do you have any significant physical, health or emotional problems that may hinder your employment at the College? (Leave blank if not applicable):

.....
.....

EDUCATION:

1. State your final year of Secondary School qualifications:

State..... Year.....Year level completed.....

School/College:.....

2. List your tertiary qualifications and year of completion:

University/Tertiary Institution	Year	Degree

EMPLOYMENT DETAILS:

Current Employment: Full-time Part-time Unemployed

Name and Address of Last Employer:.....

.....

Telephone Number:.....Date of Employment:.....

Major Duties:.....

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EMPLOYMENT APPLICATION FORM

CHRISTIAN COMMITMENT:

1. I am currently worshipping at

2. Previous churches where I have been involved in/a member of are:

.....
.....
.....

3. I have been involved in the following areas of ministry in during the last 5 years?

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.....
.....

4. Please write a few sentences to describe your current faith experience.

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.....
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REFEREES

Please indicate two people who know you well and are willing to make a confidential appraisal of yourself.

Name	Address	Contact Phone No	Years known to Applicant