



ABN 22 010 555 389

# Non-Teaching Staff Application

## MACKAY CHRISTIAN COLLEGE

Phone: 07 4963 1100

Email: [mcc@mccmky.qld.edu.au](mailto:mcc@mccmky.qld.edu.au)

**Position Applied For:**

### Personal Details:

Mr:

Mrs:

Miss:

Ms:

Name:

DOB:

Address:

Telephone (M):

(H):

Email:

### Employment Details:

Blue Card Number:

Expiry:

Paid:

Volunteer:

If you do not currently have a Blue Card, have you applied for one?

Yes:

No:

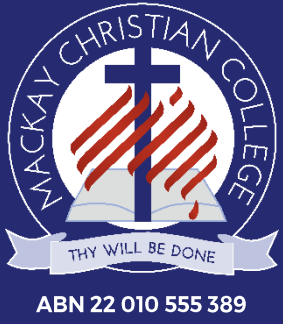
**Qualifications:** Please attach a copy of each qualification, degree, diploma, certificate etc. with your application:

Qualification:

Year:

Institution:

Qualification:	Year:	Institution:



# Non-Teaching Staff Application

**Employment History:** Please list your employment history beginning with your most recent situation:

Year (From-To):

Employer:

Position Held:

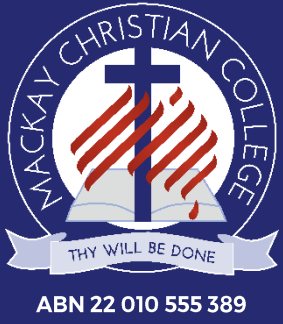
Year (From-To):	Employer:	Position Held:

**Studies:** Give details of any current studies you are undertaking:

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**Hobbies and Interests:** Please list any extracurricular activities, hobbies or interests that you think may be relevant to this application:

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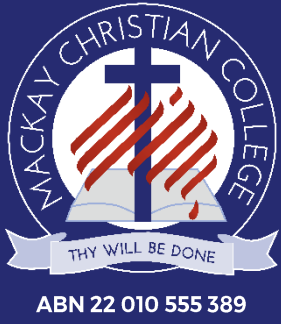
## Key Questions:

Provide a brief Christian testimony:

Is there any other information you believe to be relevant to your application for a position at Mackay Christian College:

## Church Affiliation:

Briefly describe your current Church affiliation and attendance:



# Non-Teaching Staff Application

## Referees:

Please provide contact details for at least two referees, one of which should be your Church Pastor/Minister:

Name:

Address:

Telephone (M):  (W):

Relationship to you:

Name:

Address:

Telephone (M):  (W):

Relationship to you:

Name:

Address:

Telephone (M):  (W):

Relationship to you:

Name:

Address:

Telephone (M):  (W):

Relationship to you:



# Non-Teaching Staff Application

## Staff Lifestyle Requirement:

Mackay Christian College's Statement of Faith sets out the doctrines, tenets, beliefs and teachings which are core to the college. The college bases its teachings and beliefs on the Bible, both Old and New Testaments, which the college regards as the inspired and inerrant Word of God. These teachings are expounded in many of the college's public and internal documents, both printed and on the college's website, and viewable by employees as part of their appointment process. These documents inform our understanding of the lifestyle values which employees who work in this college are required (subject to the provisions of the *Anti-Discrimination Act 1991* (The Act)) to respect and maintain at all times, and should be understood as source documents, defining our doctrines, tenets, beliefs or teachings.

All employees of the 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 families associated with the college.

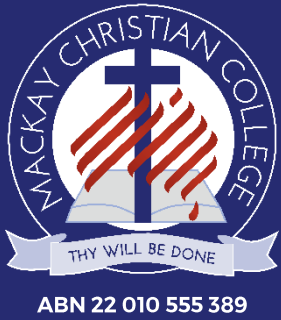
It is a genuine occupational requirement (subject to the provisions of the *Anti-Discrimination Act 1991*) of the college that, consistent with the Act, employees must not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of the college. Nothing in their deliberate conduct should be incompatible with the intrinsic character of their position, for example, in relation to the expression of human sexuality. Consistent with the college's belief that the Bible is the inspired and inerrant Word of God, staff agree that the appropriate expression of their human sexuality is through heterosexual, monogamous relationships, expressed intimately through marriage.

Employees are required to regularly and frequently be actively working on growing their Faith and to regularly and frequently support Employees Devotions and Employee Worship Services.

Where any employee acts contrary to these lifestyle requirements, the college may attempt restoration, counsel, discipline and/or dismiss (in extreme circumstances) the employee.

I , have read and understood the Mackay Christian College Lifestyle Requirement.

Date:



# Teaching Staff Application

## Checklist for Non-Teaching Application:

- Completed all sections of the 'Application for a Non-Teaching Position.'
- Attached a current CV and any relevant documents.
- Attached a Pastor's reference from the Church you currently attend.
- Attached at least 1 other reference or their contact number.
- Read the College Lifestyle Requirement and its implications for ongoing employment at Mackay Christian College, and sign to affirm my understanding of the statement.

Please email or post your completed application to:

**email to: [mcc@mccmky.qld.edu.au](mailto:mcc@mccmky.qld.edu.au)**

**post to: The Principal  
Mackay Christian College  
PO Box 3215  
North Mackay Qld 4740**

## Employment Collection Notice:

In applying for employment, you are providing Mackay Christian College with personal information. We can be contacted at 9 Quarry Street North Mackay, by email at [mcc@mccmky.qld.edu.au](mailto:mcc@mccmky.qld.edu.au) or by phoning 07 4963 1100.

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 for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

The college's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles 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.

We will not disclose this information to a third party without your consent.

We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws (this will normally happen in the form of professional registration or application for a Working with Children Blue Card). We may also collect personal information about you in accordance with these laws.

The college may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

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 the information to third parties.