TYNDALE GROUP
OF CHRISTIAN SCHOOLS
God's Truth Prevails

H2.03B(SE)

APPLICATION FORM SUPPORT AND ADMINISTRATION

Your privacy

The School respects the confidential nature of the personal information you are providing in this application for employment. Towards the end of this application form, you will find the School's Employment Collection Notice. Please read this carefully.

You can access the School's Privacy Policy from the School's website https://tyndale.sa.edu.au/ or by contacting the School by telephone, email, post or in person.

PERSONAL INFORMATION:

Position applying for:			
Name:			
Address:			
Postcode:		email	
Phone	(Home)	(Business)	(Mobile)
General state of health:			
Have you ever been arrested or convicted for any criminal act?			☐ Yes ☐ No
If yes, please give details:			
Are you an Australian citizen or a permanent resident of Australia or a New Zealand citizen who entered Australia on a current New Zealand passport? (You may be requested to provide supporting evidence)			☐ Yes ☐ No
If no, confirmation of your eligibility to work in Australia is required, including full details of your visa.			
Are you directly related to a current Tyndale Christian School staff member?			☐ Yes ☐ No

Do you have a current Working with Children Check from the Department of Human Services? If yes, please attach evidence. This is a requirement of employment with Tyndale Christian School.	☐ Yes ☐ No
Do you have a current RRHAN-EC Mandatory Notification Training? If yes, please attach evidence. This is a requirement of employment with Tyndale Christian School.	☐ Yes ☐ No

CHRISTIAN EXPERIENCE AND BELIEFS:

Give a brief account of your Christian experience and conversion:		
What is your local church affiliation?		
Minister/pastor's name:		
Church address:		
Postcode:	Church email	
Church phone	(Business)	(Other)
Are you active in your church? ☐ Yes ☐ No		
In what capacities?		

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EDUCATION / QUALIFICATIONS

List educational institutions attended ("see resume" is not sufficient)

Name of institution	Course name	Graduation year	Major	Minor

List relevant current certificates or training attended ("see resume" is not sufficient)

CERTIFICATE / TRAINING	PROVIDER ORGANISTATION	YEAR Completed	COMMENT

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Please indicate your experience and level of proficiency with computer software:

SOFTWARE	PROFICIENCY (please circle)	YEARS OF USE
Windows Operating System	☐ Basic ☐ Intermediate ☐ Advanced	
Microsoft Word	☐ Basic ☐ Intermediate ☐ Advanced	
Microsoft Excel	☐ Basic ☐ Intermediate ☐ Advanced	
Microsoft Outlook	☐ Basic ☐ Intermediate ☐ Advanced	
Other (please specify): **_____**	☐ Basic ☐ Intermediate ☐ Advanced	
Other (please specify): **_____**	☐ Basic ☐ Intermediate ☐ Advanced	
Other (please specify): **_____**	☐ Basic ☐ Intermediate ☐ Advanced	

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REFERENCES:

Give names contact details of at least one professional and two character references. (Do not use relatives as references)

Name	**Address**	**Telephone**
		(B)
		(M)
		(B)
		(M)
		(B)
		(M)
		(B)
		(M)

Please read the following carefully, as they are the vision, mission, core purpose, statement of faith and core values of Tyndale Christian School.

VISION:

"To provide an excellent, inclusive Christian education that equips our students to serve God and His world".

Tyndale Christian School was established to be a place of learning for students within the context of the Christian faith. Therefore, the core purpose of the School is to provide best practice (excellent) learning and curricula within a Christian and inclusive community.

Tyndale Christian School was established by Christian parents wishing their children to be educated in an environment that would support and complement the values and faith that the families sought to inculcate in their home. The focus of the School is to provide an affordable, holistic education for all students in a distinctively Christian community.

Since inception the intent of the school has been:

"To be a Christian community that fosters innovation and excellence in its programmes for the academic, vocational and physical development of students; nurtures spiritual and emotional growth and prepares students to move into life beyond the School, confident and competent in their chosen field, and with an understanding of their spiritual and social responsibilities to the local, national and international communities to which they belong."

MISSION:

The Mission of Tyndale Christian School is to do those things necessary to effectively achieve the purposes for which it exists (i.e. the Vision). While the execution of the mission will involve many actions by members of the school community, at the strategic level, there are two areas that are essential enablers to fulfilling the Vision.

Therefore, the Mission of Tyndale Christian School is:

"To identify, encourage and develop the potential in each child through:

- effective selection, training and retention of staff to develop and deliver a balanced, best-practice programme of learning which is integrated throughout the student's time at the school
- building a community based on relationship with God and each other where the character of Christ is valued, developed and displayed."

MOTTO:

As a Christian teaching and learning community, the School holds that biblical truths are eternal, set in place by God, the Creator of all things. This is affirmed by our School Motto which declares that:

"God's Truth Prevails".

STATEMENT OF FAITH:

The School's Statement of Faith is informed by the truth of the Bible. We believe in:

- One God eternally existent in three Persons; Father, Son and the Holy Spirit.
- The sovereignty of God in creation, providence, redemption, revelation and final judgement.
- The Divine inspiration of the original documents of the Bible, its entire inerrancy, trustworthiness, sufficiency and supreme authority in all matters of faith and conduct.
- The Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death on the cross as our representative and substitute, and only sin-bearer, in His bodily resurrection, His ascension to the right hand of the Father, in His mediatorial work and in His personal, visible return in power and glory.
- The sinfulness and guilt of all mankind, rendering them subject to God's wrath and condemnation.
- Justification of the sinner by the grace of God through personal faith in Christ alone, and regeneration by the Holy Spirit.
- The receiving and indwelling of the Holy Spirit at conversion, and His continuing work in the heart and life of the believer.

- The only holy Universal Church, the body of which Christ is the Head, to which all true believers belong.
- The bodily resurrection and judgement of all mankind, the believer to life everlasting and the unbeliever to eternal damnation.

INTENTIONALLY CHRISTIAN

The highest calling of every human being is to love God with all of their heart, soul, mind and strength and to actively live a life intent on pleasing God and worthy of the sacrifice of Jesus, through the grace that has been given to all who believe.

Our Core Values, like our Statement of Faith, are informed by the truth of the Bible and are foundational to our employment practices and teaching and learning practices and the maintenance of our Christian ethos. These Values are fundamental to us so that we can freely operate as an independent, intentionally Christian school. These Core Values are:

(i) To be committed to the work of the Gospel, sharing the truth of God, by His grace and the power of the Holy Spirit, to all mankind. (Matthew 28: 19 – 20; 1 Peter 3: 15)

(ii) To love one another and lay our lives down for each other. We are called to honour all people, taking on the attitude of a servant, understanding that there is no place for abuse, harassment, mistreatment, manipulation or injustice. (John 15: 12 – 13; Philippians 2: 1 – 8)

(iii) To act with charity and justice towards our fellow man, including the foreigner, the poor, the sinner, the orphan and the widow. (James 1: 27; Matthew 25: 31 – 46; John 8: 1 – 11; Deuteronomy 10: 18 – 19; Psalm 24: 3 – 4; Micah 6: 8)

(iv) To celebrate the creation of mankind "in God's image", equal in relationship, yet distinctly physiologically male and female as created by God at birth. (Matthew 19: 4; Genesis 1: 26 – 27)

(v) To honour the sanctity of marriage, recognising that it is a life-long commitment between a man and a woman, as defined in Point 4 above, and that sexual intimacy is reserved for marriage. Believers are to abstain from sexual immorality. (Matthew 19: 4 – 6)

(vi) To honour the significance of the family as God's foundation for communal life. (Mark 10: 6 – 9; Ephesians 6: 1 – 4; Joshua 24: 15)

(vii) To honour and treasure the sanctity of life, including the life of the unborn. (Psalm 139: 13 – 14)

(viii) To honour our calling to be good stewards of all that God has entrusted to us. This includes managing our own lives well, but also caring for the creation God has provided. (Genesis 2: 15; Matthew 25: 14 – 30)

(ix) To honour the community of faith by being regularly connected to a local church where God is both honoured and worshipped in spirit and in truth and by avoiding even the appearance of sin. (Acts 2: 42 – 47; Hebrews 10: 24 – 25; John 4: 23; 1 Thessalonians 5:22)

Tyndale is committed to being a place where God is at the centre - where He is honoured, followed, worshipped and revealed to the School and wider community. As a Christian school we will speak openly, intentionally and deliberately about our faith, including all elements of our Statement of Faith and Core Values herein, both throughout the curriculum and in co/extra-curricular activities. We trust that all who come here will be inspired by His great love for them and the recognition that every person is intrinsically valuable, not for what they can do, but because of who they are – His children. We are passionate about our School continuing to be a place where all of our students are strengthened and emboldened to live out the gospel and become ambassadors for Christ to positively impact the wider community around them, whether locally or internationally.

Accordingly, all employees are required to embrace, support and outwork a professional and personal commitment as a Christian, and maintain a firm personal belief consistent with the Vision, Statement of Faith and Core Values and other beliefs as are specified by the School from time to time in order to effectively carry out their employment responsibilities. This requirement is also clarified in the School's employment documentation.

At school, students experience regular sub-school chapel services, Easter services, pastoral care and Biblical Studies programmes, and are encouraged to have an ongoing relationship with a local church. We are also passionate that those who do not know God, both students and their parents, have an opportunity to meet him at Tyndale Christian School and become followers of Christ.

Being intentionally Christian also means that we are called to 'love our neighbour'. This should be demonstrated by the way we act, including:

 Being just and fair in all dealings with other people, regardless of race, belief, sex, or physical or intellectual capacity, recognising that every person has been fearfully and wonderfully made by God.

- Acting with integrity in all situations.
- Being temperate in both speech and action.
- Handling disputes or grievances in a God honouring and biblical manner.
- Affirming and displaying the School's key values of Respect, Integrity, Service and Excellence.

Loving others wholeheartedly also means that we should do as Micah 6:8 commands – "to do justly, love mercy and walk humbly with our God". Therefore, the school provides a number of opportunities for students, staff and parents to be involved in community service programmes in local, regional and international settings.

The School aims to spread and strengthen the teaching of the Christian religion, as articulated in the Vision, Statement of Faith and Core Values and other beliefs as are specified by the School from time to time, the maintenance of the doctrines upon which that religion rests, and the observances that promote and manifest that religion. In the context of Christian schooling, conduct that is inconsistent with the Christian beliefs of the School, including on the part of the student body, can impact detrimentally on:

- the School's ability to be conducted in conformity with its Christian doctrines, tenets, beliefs or teachings;
- its ability to maintain its religious ethos; and
- its ability to model a Christian standard of conduct to each individual student and to the student body.

The use of School facilities or property in a manner that is inconsistent with its religious doctrines, tenets, beliefs or teachings can have the same impact. Such conduct can remove the ability of the School to act in conformity with its doctrines, tenets, beliefs or teachings and can incur injury to the religious susceptibility of adherents of its religion. (Psalm 127:3; Proverbs 22:6; Matthew 5:13-16; Matthew 8:6; Matthew 18:10; Mark 9:37, 42; Luke 17:1-2; Acts 20:28; Ephesians 2:20-22; Ephesians 5:3; Hebrews 10:24-25; Hebrews 13:17).

EQUAL OPPORTUNITY POLICY: (Extract)

The School is an institution conducted in accordance with the doctrines, tenets, beliefs and teachings of the Christian religion as understood and applied within the associations, and the requirements of this Policy are included in good faith to avoid injury to the religious susceptibilities of adherents of the Christian faith.

Acting contrary to these requirements is likely to cause injury to the religious susceptibilities of members of the School community who adhere to the School's doctrines, tenets, beliefs, teachings and core values. Consistent with these doctrines, tenets, beliefs, teachings and core values, everyone is valued as image bearers of Christ. The School will seek, subject to these doctrines, tenets, beliefs, teachings and core values, not to discriminate unlawfully against any employee.

In particular the School will not unlawfully discriminate against staff on the basis of age, sex, race, disability, in relation to:

(i) determining, or in the course of determining, who should be offered employment;
(ii) the terms or conditions on which employment is offered;
(iii) the terms or conditions of employment;
(iv) denying or limiting access to opportunities for promotion, transfer or training, or to other benefits connected with employment;
(v) dismissing an employee; or
(vi) subjecting an employee to any other detriment.

Staff expectations

It is an inherent, genuine occupational requirement that:

(i) all staff members are required to actively and regularly attend a Christian church;
(ii) all teachers are required to actively and regularly participate in, and when required, be able to lead and support student, staff and parent devotions and worship services held at the School;
(iii) are required to be seen to actively support, and conduct themselves in a manner consistent with, the doctrines, tenets, beliefs, teachings and core values, in accordance with the Christian ethos of the School, as contained and interpreted in the Statement of Faith and Core Values, thus providing

a specifically Christian role model and example to all students and families associated with the School; and

(iv) must not act in a way that he/she knows, or ought reasonably to know, is contrary to the religious beliefs of the School as stated in the Statement of Faith and Core Values. Nothing in his/her deliberate conduct shall be incompatible with the intrinsic character of the position.

The above is an extract of the Equal Opportunity Policy of Tyndale Christian School. For a full copy, please contact Human Resources on (08) 8282 5100 or email hr@tyndale.sa.edu.au

EMPLOYMENT COLLECTION NOTICE

1. In applying for a position with the School, you will be providing the School with personal information, including sensitive and health information.
2. If you provide us with personal information, for example, your name and address or information contained in 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.
3. In the course of gaining employment with the School, or through employment, you may provide the School, and the School may collect, either directly or indirectly, health information. Health information about employees is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide health information about yourself from time to time.
4. The School's Privacy Policy sets out how you may seek access to personal information collected about you and how you may complain about a breach of privacy and how the School will deal with such a complaint. 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.
5. The School will occasionally use outside experts or consultants to assist the School with recruitment and appointment. In these circumstances, our contractual agreements with these parties will require the same commitment to your privacy as the School gives you. We will not disclose this information to any other third party without your consent.
6. The School has a policy of conducting employment screening checks, including:
    - character and professional references
    - criminal history checks
    - checks for Apprehended Violence Orders or similar records under child protection laws

We may also collect personal information about you in accordance with these laws.

7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. If you provide the School with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and the reasons, so that they can access that information if they wish, and that the School does not usually disclose the information to third parties.
9. The School can be contacted as follows:

    Tyndale Christian School – Salisbury East
    50 Fern Grove Boulevard
    Salisbury East SA 5109
    Ph. 08 8282 5100
    hr@tyndale.sa.edu.au

I have read and understood the Employment Collection Notice

Signed: _____Date: _____

APPLICATION:

Having read and supporting the Vision, Mission, Core Purpose, Statement of Faith, Core Values and Equal Opportunity Policy of Tyndale Christian School, I hereby make application for the position shown on the front of this form.

Signed: _____Date: _____

Please attach a copy of your resume and other documents that you feel will be of assistance with this application.