



# APPLICATION FORM ADMINISTRATIVE ASSISTANT The Anglican Parish of Christ the King Willetton

## SUMMARY

Date of application

How did you hear about this  
vacancy:

Facebook  Church  Friend/family  Church Newsletter

Other  If "Other" please specify

## PERSONAL DETAILS

Title: First Name: Family Name:

Address:

Suburb: Post code:

Phone: Work:

Mobile: Email:

Current employer:

Position title/classification:

Length of service with current employer:

**The following information is sought to assess your ability to perform the essential duties required of the position:**

Have you ever had any disability, serious illness, or disease which might prohibit you from safely performing the duties required of the position: Yes  No

If "Yes" please provide details:

Have you ever claimed worker's compensation for injuries which might have any effect on your ability to safely perform the duties required of the position:

Yes

No

If "Yes" please provide details:

**Important NB:** Section 79 of the *Workers Compensation and Rehabilitation Act* states: "Where it is proved that the worker has, at the time of seeking or entering employment in respect of which he claims compensation for a disability, wilfully and falsely represented himself as not having previously suffered from the disability a dispute resolution body in its discretion may refuse to award compensation which otherwise would be payable."

## EMPLOYMENT CLEARANCE CHECK

If you hold a Working With Children Check, please provide details:

Card no:

Expiry  
date:

Would you be willing to attain, or do you currently have a Police Check no more than 1 year old:

Yes  No:

Have you ever been convicted of a criminal offense relating to:

- a) Offenses against morality involving a victim under 18 years of age
- b) Homicide, suicide, concealment of birth
- c) Offenses endangering life or death
- d) Sexual offenses involving a victim under 18 years of age
- e) Offenses against liberty
- f) Child stealing
- g) Desertion of children
- h) Fraud/financial crimes

Which has been spent or has lapsed:

Yes  No:

Please list all other names by which you have been known:

Are there any personal details relevant to your application which you wish to submit?

Are you an Australian Citizen:

Yes  No

Do you hold a Permanent Resident's Visa:

Yes  No

**If you are not an Australian Citizen you are required to provide documentary proof of your legal entitlement to work in Australia.**

## CERTIFICATES AND TRAINING QUALIFICATIONS

Please list your degrees, diplomas, or other professional qualifications below and supply certified copies with this application:

### **Qualification 1**

Name of qualification:

Name of institution:

Full-time or Part-time:

Dates of study:          From:    To (inclusive):

### **Qualification 2**

Name of qualification:

Name of institution:

Full-time or Part-time:

Dates of study:          From:    To (inclusive):

### **Qualification 3**

Name of qualification:

Name of institution:

Full-time or Part-time:

Dates of study:          From:    To (inclusive):

### **Qualification 4**

Name of qualification:

Name of institution:

Full-time or Part-time:

Dates of study:          From:    To (inclusive):

If you are currently studying, please provide the course details:

## EMPLOYMENT HISTORY

Applicants must show details of various substantive positions they have held and the dates concerned:

### Position 1

Name of employer:

Position/Title:

Full-time or Part-time:

FTE:

Dates of employment From:

To (inclusive):

Reason for leaving:

### Position 2

Name of employer:

Position/Title:

Full-time or Part-time:

FTE:

Dates of employment From:

To (inclusive):

Reason for leaving:

### Position 3

Name of employer:

Position/Title:

Full-time or Part-time:

FTE:

Dates of employment From:

To (inclusive):

Reason for leaving:

### Position 4

Name of employer:

Position/Title:

Full-time or Part-time:

FTE:

Dates of employment From:

To (inclusive):

Reason for leaving:

## CHRISTIAN BACKGROUND AND BELIEF

The Parish of Willetton is a Christian organisation, please supply the following information:

What is the name of the church you currently attend:

How long have you attended this church (in years):

Minister or elder's name:

Minister or elder's phone:

Minister or elder's address:

In what capacities do you serve at your church? Please provide both paid and unpaid, as required.

Please include (no more than 500 words) a short description of how and why you came to be a follower of Jesus.

## REFEREE DETAILS

Please provide two professional referees, one character referee and one church minister/elder referee.

### Referee 1

Name:

Address:

Phone:

Position:

Employer:

### Referee 2

Name:

Address:

Phone:

Position:

Employer:

### Referee 3

Name:

Address:

Phone:

Position:

Employer:

### Referee 4

Name:

Address:

Phone:

Position:

Employer:

## PRIVACY NOTICE

- a) In applying for this position, you will be providing the Anglican Diocese of Perth with personal information. For access, or to discuss our Privacy Policy further, please contact Ms Katerina Lazarevska on 9425 7238 or [klazarevska@perth.anglican.org](mailto:klazarevska@perth.anglican.org).
- b) If you provide us with personal information – for example, your name and address, or information contained in your resume – we will collect the information for the purposes of assessing your application.
- c) You agree that we may store this information for a period of 6 weeks, if your application is unsuccessful.
- d) You may seek access to 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 might include where access would have an unreasonable impact on the privacy of others.
- e) We will not disclose your personal information to a third party without your consent. We usually disclose this kind of information to the following types of organisations: government agencies, peak bodies, banks etc.
- f) If you provide us with the personal information of others, we encourage you to inform them you are disclosing that information to the Diocese and why, so that they can access that information if they wish. The Diocese does not usually disclose the information to third parties unless required by law to do so, and that we may store their information for 6 weeks.

## DECLARATION

Please ensure you have read all notices and other information included with this form.

I declare the following statement of application to be true, and:

- a) I am familiar with the interpretation of the Christian faith as presented in the Nicene Creed and am able to abide by these teachings,
- b) I enthusiastically support, endorse and promote the vision of the Parish to joyfully live to the glory of God in growing to know Christ and make him known in our everyday lives.
- c) I have read and agree with the Privacy Statement above.

**APPLICANT'S NAME**

**APPLICANT'S SIGNATURE**

**DATE**