

# Information about applying for employment

## HR & Payroll fact sheet for candidates

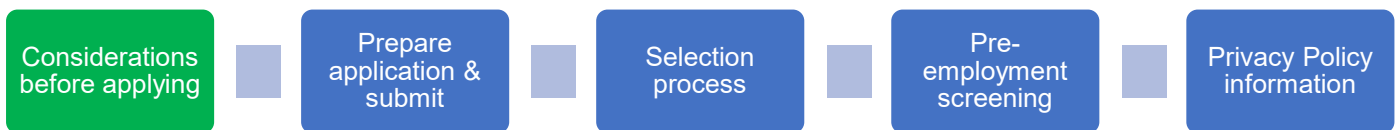
### Overview

This fact sheet provides an overview of recruitment processes and employment requirements for teaching and general staff roles at schools and early education centres operated by Christian Community Ministries Ltd. Candidates are encouraged to read this information carefully before applying for employment.

More information is available on the CCM website ([www.ccmschools.edu.au](http://www.ccmschools.edu.au)) as well as the website of each college.

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|---|---|--|
| • Blakes Crossing Christian College<br><a href="http://www.blakescrossing.sa.edu.au">www.blakescrossing.sa.edu.au</a> | • Endeavour Christian College<br><a href="http://www.endeavour.qld.edu.au">www.endeavour.qld.edu.au</a>       | • Staines Memorial College<br><a href="http://www.staines.qld.edu.au">www.staines.qld.edu.au</a>           |
| • Chinchilla Christian College<br><a href="http://www.chinchillacc.qld.edu.au">www.chinchillacc.qld.edu.au</a>        | • Groves Christian College<br><a href="http://www.groves.qld.edu.au">www.groves.qld.edu.au</a>                | • The Lakes Christian College<br><a href="http://www.thelakescc.nsw.edu.au">www.thelakescc.nsw.edu.au</a>  |
| • Cornerstone Christian College<br><a href="http://www.cornerstone.education">www.cornerstone.education</a>           | • Livingstone Christian College<br><a href="http://www.livingstone.qld.edu.au">www.livingstone.qld.edu.au</a> | • Warwick Christian College<br><a href="http://www.warwickcc.qld.edu.au">www.warwickcc.qld.edu.au</a>      |
| • Dalby Christian College<br><a href="http://www.dalbycc.qld.edu.au">www.dalbycc.qld.edu.au</a>                       | • Seaview Christian College<br><a href="http://www.seaview.sa.edu.au">www.seaview.sa.edu.au</a>               | • Whitsunday Christian College<br><a href="http://www.whitsunday.qld.edu.au">www.whitsunday.qld.edu.au</a> |

### Process summary



### Things to consider before applying

Candidates are encouraged to apply for roles that are relevant to their experience, skills, qualifications and interest. Before applying, a candidate should:

- read the position description to gain a broad understanding of the role;
- consider if they are the right person for the job;
- determine if they possess any mandatory qualifications and/or professional registrations that may be a requirement of the role; and
- consider their motivation for working with a CCM college and what skills, knowledge and capabilities they will bring to the role.

Job advertisements will typically list a contact person who candidates can call or email for more information.

CCM colleges are located in Queensland, New South Wales, South Australia and Western Australia – in regional and metropolitan areas. Candidates are encouraged to familiarise themselves with a college's local community when deciding to apply for a position.

### Christian Faith and Lifestyle Requirements

CCM schools and early education centres adhere to the historic doctrines of evangelical Christianity and believe the Bible as originally given by God is divinely inspired, infallible, and entirely trustworthy, and is the supreme authority in all matters of faith and conduct. Candidates are required to be a person of active Christian faith who will support the vision, mission and values of CCM and the college.

Employment with CCM is conditional upon the individual employee having and retaining a personal Christian faith and beliefs consistent with the [CCM Statement of Faith](#). This is inclusive of an active commitment to and involvement with a Christian church as well as personal conduct and behaviour consistent with the lifestyle and conduct requirements of CCM and the college. It is a genuine occupational requirement of employment with CCM schools and early education centres that employees do not act in a way that they know, or ought reasonably to know, is contrary to the religious beliefs of CCM.

## Conditions of employment

Employment with CCM is subject to provisions of the [Christian Community Ministries Schools Enterprise Agreement 2020](#) (unless specified otherwise in the job advertisement or position description). The Agreement includes provisions regarding mission, objectives and staff lifestyle requirements, basis for employment, classification of roles and employee entitlements (including remuneration and leave provisions). The Agreement is available via the Fair Work Commission website ([www.fwc.gov.au](http://www.fwc.gov.au)).

## Legal right to work in Australia

Candidates must be legally entitled to work in Australia to be considered for employment with CCM; that is,

- an Australian citizen;
- a permanent resident of Australia;
- a New Zealand citizen who has entered Australia on a valid passport; or
- a non-citizen with a valid visa which provides the right to work in Australia.

Evidence of citizenship or legal work status must be provided at the time of application or prior to commencement (if offered employment). A candidate with a work visa can only be employed on a temporary basis (for the length of the visa, or until the candidate becomes an Australian citizen or permanent resident). Only candidates with unlimited working rights in Australia are able to be employed on an ongoing (permanent) basis.

## Mandatory qualifications, registrations or licences

Many positions will require mandatory qualifications and/or professional registrations and/or licences. These will be listed in the position description and usually reflect State law where the position is based.

Documentary evidence of a qualification, registration or licence must be provided at the time of application or prior to commencement (if offered employment).

For qualifications obtained outside Australia, candidates should provide evidence of [formal recognition](#)\* of the international/overseas qualification or provide a statement which shows the Australian equivalent.

\* For more details: <https://www.australia.gov.au/information-and-services/education-and-training/qualifications-and-skills-recognition>

## Previous employment with CCM

Candidates are expected to identify in their application if they are currently or have previously been employed at any CCM college. Personnel records from any such current or previous employment (including supervisor feedback or reports) may be reviewed as part of the selection process.

## Preparing an application

It is important as a candidate to prepare an application that best represents you and what you can offer. An ideal application will demonstrate why the candidate is the best person for the job and how their experience, abilities, knowledge, character and personal qualities are relevant for the role.

Standard requirements for an application include:

- cover letter;
- completed application form (including referee details);
- resume or curriculum vitae (CV);
- written response regarding selection criteria or position-specific duties and responsibilities; and
- supporting documents (such as confirmation of professional registration or current working with children clearance).

Specific requirements for an application will be listed on the job advertisement.

## Application form

Candidates are required to complete the Application for Employment form relevant for the position. Applications will not be considered if the application form is not completed or is not completed in full.

Details about how to obtain or access the application form will be listed on the job advertisement.

The details of referees are to be provided on the application form. CCM expects that a candidate will nominate referees who have current and thorough knowledge of the candidate's Christian faith, personal character or professional skills. Where possible, referees should include the candidate's current supervisor or manager. For each referee, include their name, telephone number and email address and the nature of their relationship with the candidate. Referees will be contacted if the candidate is in contention for the role, to verify past performance and capabilities.

## Resume or curriculum vitae (CV)

A candidate's resume, or curriculum vitae (CV), should contain their contact details, be up to date and provide relevant information about education, employment experience and achievements. Typically, a resume or CV will include:

- personal details;
- career summary or career objective;
- career history (name of organisation, period of employment, job title, major duties and responsibilities, main achievements);
- education qualifications (if applicable);
- training and/or professional memberships; and
- other relevant experience or achievements.

## Written response – criteria or duties

In addition to completing the application form, the job advertisement or role description may require that candidates provide a written response to selection criteria or questions related to specific duties or responsibilities of the position. A written response should be clear and succinct, typically one to three pages in length in total. This is as an opportunity to demonstrate relevant technical and professional skills, knowledge, experience, qualifications, abilities and behavioural capabilities in relation to the requirements of the position. Providing specific evidence-based examples of past experience will show the candidate's understanding of position requirements and how their capabilities will enable them to perform well in the role.

## Submitting an application

The job advertisement will detail how and where to submit an application, including the date and time applications close. For most positions, applications will be submitted to the Principal of the College where the position is based. It is preferred that applications are submitted by email to the address noted on the job advertisement or college website. Applications received after the nominated closing date and time may not be considered.

CCM and each College reserves the right to withdraw a job advertisement or to make an appointment to an advertised position prior to the nominated closing date.

## Selection process

Applications received are reviewed and candidates short-listed by a selection panel, based on an assessment of merit that considers:

- The candidate's Christian faith and support for the vision, mission and values of CCM (including personal lifestyle and conduct requirements).
- Pre-requisites for the position such as legal right to work in Australia and any mandatory qualification, registration or licence.
- The extent to which each candidate has abilities, aptitude, skills, qualifications, knowledge, experience, character and personal qualities relevant to the carrying out of the duties and responsibilities of the position.
- The candidate's performance in previous or other roles or duties and their potential for development is also considered if relevant.
- Other relevant factors identified by the selection panel.

Short-listed candidates will be contacted and invited to attend an interview and, if relevant, undertake other selection activities. Referees may be contacted at any point during the selection process.

## Interviews

Interviews provide a candidate with the opportunity to:

- outline how their experience is relevant to the role;
- discuss how they meet the requirements of the role;
- indicate how they would respond to situations that may arise if they were working in the role;
- describe previous achievements or responses to situations relevant to the role (that is, examples of previous work, personal qualities and potential for development).

At an interview, candidates should be prepared to discuss their Christian faith as well as examples of experience, knowledge, skills and abilities relevant to the duties and responsibilities of the position.

A candidate may also want to prepare questions to ask the selection panel members to clarify aspects of the role, the selection process or employment conditions.

## Other selection activities

Candidates may be asked to provide examples of previous work (for example, a portfolio or work sample) or undertake appropriate tests or practical demonstrations or participate in structured group and/or individual exercises. Details will be provided in advance if a short-listed candidate will be requested to complete such selection activities.

## Referee checks

Referee checks will be undertaken, at least, in relation to all short-listed candidates. Referee checks may occur at any time during the selection process at the discretion of the selection panel. Referee checks are used to verify the claims of the candidate(s) in relation to achievements, qualifications, employment history and other significant matters.

At least one referee should have firsthand knowledge of the candidate's professional conduct and performance within the previous two years. Where a candidate is a current or previous CCM employee, it is expected that the candidate will nominate a referee who can report on the employment at a CCM College. Written personal references are not required unless specifically requested in the job advertisement.

## Pre-employment screening

Any offer of employment is conditional on results from pre-employment screening checks being satisfactory to CCM. Candidates must complete screening checks when requested; failure to do so may result in any offer of employment being withdrawn or cancelled.

## Working With Children Check

Preferred candidates will be required to undergo a working with children check, according to current law in the relevant State (usually where the position being applied for is based). Confirmation of employment is conditional upon the candidate receiving a working

with children clearance from the relevant State government authority.

State law may require that a candidate has obtained a working with children clearance before starting work in a position or role at school or early education centre.

### Functional assessment

Certain positions involve physically demanding tasks which a candidate needs to be able to undertake safely. The preferred candidate for such positions will be required to complete a pre-employment functional assessment to assist with confirming that they have the capability to meet physical activity requirements of the role. Relevant positions or roles include cleaner, property services officer (facilities or grounds officer), bus driver or mechanic as well as early childhood educator and early childhood teacher. Any offer of employment for these positions and roles will be conditional on the candidate obtaining a satisfactory functional assessment result.

Assessments are arranged and paid for by CCM and conducted by a physiotherapist or other health care professional. Candidates will be consulted about the venue, date and time for their assessment. Appointments will usually be at a local health care practice based on the usual work location for the relevant position.

### Criminal history check

A criminal history check (also known as a police check or police certificate) may be necessary for candidates for certain positions or roles. In some cases, a criminal history check is required by government regulation before an employee can undertake certain duties involved in their position.

Criminal history information may prevent a candidate from being considered for certain positions or, in some cases, any employment role. A candidate who does not consent to undergo a required criminal history check will be excluded from consideration.

### Conflict of interest

Candidates may be required to formally declare any conflict of interest relevant to the position for which they have applied. Appropriate management of an identified conflict of interest will need to be determined before an offer of employment can be confirmed.

## Privacy Policy information – standard collection notice for employment

In applying for an employment position you will be providing CCM and the College with personal

information. The College's current contact details are on the employment application form and available from the College website

We collect your personal information directly from you (for example, your name and address or information contained on your resume or CV. We may also collect it from other sources (such as your referees and the results of criminal background and working with children checks). We collect the information in order to assess your application for employment. This assessment may include sharing your personal information with Christian Community Ministries central office or other colleges. We may keep your personal information on file if your application is unsuccessful in case another position becomes available

The CCM Privacy Policy, accessible via our websites, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or where the College is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, having regard to the grounds for refusal, it would be unreasonable to provide reasons).

We will not disclose your personal information to a third party without your consent unless otherwise permitted. By providing contact details for a third party (such as a referee) as part of your application, you consent to the College contacting that third party and disclosing personal information as part of assessing your application for employment.

We may be required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an apprehended violence order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.

The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated in Australia or 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.

## Contacts for further information

To obtain further information about available employment opportunities, contact the relevant College (contact details are on the websites listed above). General questions about the recruitment process at CCM and the Colleges can be directed to CCM Payroll and HR Support via email to [hr-support@ccmschools.edu.au](mailto:hr-support@ccmschools.edu.au) or telephone (07) 3827 6571.