



GEMS

CHRISTIAN
EDUCATION

APPLICATION FOR EMPLOYMENT

Support Staff

Applicants wishing to apply for an advertised position with GEMS Christian Education Ltd are required to complete this form in full and submit it with other supporting documents as requested.

APPLICANT:	
POSITION APPLIED FOR:	
DATE SUBMITTED:	

SUBMITTING THE APPLICATION

Submit your Application Form along with your resume and other supporting documentation as per below:

Attention: Business Manager
"Position Title":
office@ecc.qld.edu.au

or

Attention: Business Manager
GEMS Christian Education Ltd
PO Box 1993
EMERALD QLD 4720

DOCUMENTS TO BE SUBMITTED WITH APPLICATION

- Full resume covering current position and areas of responsibility / a summary of prior experience
- Cover letter addressing the key desired capabilities/selection criteria as set out in the position description
- Copy of relevant qualifications
- Copy of Birth Certificate / Passport / Permanent Residence Status / Visa
- Working with Children, Blue Card / Exemption Card
- Contactable referees



EMPLOYMENT APPLICATION COLLECTION NOTICE

In applying for this position, you will be providing Gems Christian Education Ltd with personal information. 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, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correct your personal information that the School 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. Any refusal will be notified in writing with reasons if appropriate.

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

The College may use online or 'cloud' service providers to store personal information and provide services to the College that involve 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 servers which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why. For further details regarding GEMS Christian Education Ltd Privacy Policy, we can be contacted on 07 4982 0977 or office@ecc.qld.edu.au.

PERSONAL DETAILS

Surname:	
Given Name/s:	Title:
Preferred Name:	
Street Address:	
Town/Suburb:	Post Code:
Postal Address:	
Town/Suburb:	Post Code:
Mobile:	
Email Address:	

1. Are you an Australian or New Zealand Citizen, or Australian Permanent Resident? Yes No
 ➤ If no, are you eligible to work in Australia? Yes No

NB: Please note that if your application is successful, you will be asked to provide one or more of the following documents as proof of entitlement to work in Australia:

- Australian Birth Certificate
- Passport Evidence of Permanent Residence Status

2. **Personal and Medical Circumstances** Yes No
Having read the position description is there anything in your personal or medical circumstances that may affect your ability to carry out the inherent requirements of the position?

➤ If yes, please give details: _____

CURRENT WORKING HISTORY

Dates	Location	Position	Responsibilities

Detail any further comments you wish to make in support of this application.

QUALIFICATIONS

Please list below all degrees, diplomas and certificates you have achieved, the year awarded, the institution and attach certified copies of each.

Year	Degree, diploma etc. and level of achievement	Name of Institution

Provide details about any current studies you are pursuing.

Other qualifications or certifications

Do you have any other qualifications? Please include professional development, First Aid certification, Bible College or Christian education courses.

Qualification/course/program: _____

Name of institution: _____

Year Completed: _____

Qualification/course/program: _____

Name of institution: _____

Year Completed: _____

Qualification/course/program: _____

Name of institution: _____

Year Completed: _____

REFEREES

Please provide the details of three (3) referees, one should be your current pastor/minister, who would be able to attest to your character.

Reference from Pastor/Church Leader

Name and Surname: _____

Company: _____

Occupation: _____

Email: _____

Contact Number: _____

Work: _____

Mobile: _____

Name and Surname: _____

Company: _____

Occupation: _____

Email: _____

Contact Number: _____

Work: _____

Mobile: _____

Name and Surname: _____

Company: _____

Occupation: _____

Email: _____

Contact Number: _____

Work: _____

Mobile: _____

Do you agree to have referees contacted in relation to this application?

Yes

No

OTHER INFORMATION

Has any investigation or disciplinary action been taken against you relating to your good character or previous employment?

Yes

No

➔ If yes, please give details: _____

Have you ever been arrested for, or convicted of, any criminal act?

Yes

No

➔ If yes, please give details: _____

Do you have any outstanding criminal charges pending against you before a court?

Yes

No

➔ If yes, please give details: _____

Have you ever been formally accused of a crime related to children?

Yes

No

➔ If yes, please give details: _____

Do you have an existing medical condition that we should be aware of?

Yes

No

➔ If yes, please give details: _____

My Blue Card (Suitability Card) No. is: _____

Expiry date: /_____/_____

DECLARATION

I (print name) _____ declare that:

- The information I have provided is true, complete and correct to the best of my knowledge.
- I hereby give permission for GEMS Christian Education to make such investigations as it deems necessary regarding the information included in this application form.
- I understand that any misrepresentation or material omission made herein or in any other documentation requested would make me liable to termination of services.
- I have provided full details of any investigation or disciplinary action taken against me relating to my good character or previous employment.
- I have provided full details of any criminal convictions, outstanding criminal charges or enquiries against me before a court, and/or outstanding criminal charges pending against me before a court.
- I have read the [GEMS Staff Code of Conduct](#), [GEMS Foundations Statements](#) and [Child Protection Policy NOF QLD](#) as on the College Website and if successful in this position agree to be bound by it.

I (print name) _____ understand that:

- If I am a short-listed applicant, GEMS Christian Education will contact my current employer and other referees for a reference.
- I will only be contacted if I am short-listed for an interview.
- If unsuccessful, GEMS Christian Education may store this information for up to twelve weeks. GEMS Christian Education will not disclose any information enclosed herein to a third party without my consent.

Signature: _____

Date: ___/___/___

POSITION DESCRIPTION

Position: Educational Assistant
Earl Childhood Centre: ECC Little Gems
Location: 6373 Gregory Highway, Emerald, QLD, 4720
Reporting to: ECC Little Gems Director
Salary: Educational Services (School) General Staff Award 2020
Status of Employment: As per roster, up to 37.5 hours per week
Commencement Date: March 2023

1. Role Overview

The role of the Educational Assistant is to assist the Room Educator as he/she delivers a stimulating learning program.

2. Purpose of the Position

- Assisting with supervision
- Prepare the environment to meet the children's needs
- Assist other staff to ensure all programs are set up in a safe manner

3. Selection Criteria

- Interpersonal Skills
- Ability to communicate effectively with parents, college staff and the children
- An ability to ensure confidentiality of information
- Conflict management skills
- Ability to prioritise tasks

4. Role, Responsibilities and Accountabilities

- Work with individual children and groups under the direct supervision of an Educator
- Prepare materials, setup, clean and tidy equipment under the Educator's direction
- Ensure that appropriate actions are taken in an emergency or potentially dangerous situations
- Assist other staff to ensure all programs are conducted in accordance with Department of Education and Early Childhood regulations

5. Academic Qualifications

- Certificate III in Early Childhood Education
- HLTAID004 First Aid qualification