



# LAKES GRAMMAR

## AN ANGLICAN SCHOOL

ABN 24 765 357 415

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### Teacher's Application Form

Please print your answers in black ink or re-type the application with your answers. You may attach a Curriculum Vitae, in which case it will not be necessary to duplicate the same information on this form.

#### PERSONAL INFORMATION

Surname .....

Christian Names .....

Address .....

..... Post Code .....

Phone ..... Business Phone ..... Mobile phone .....

Email address: .....

Date of Birth / / Place of Birth .....

*You may choose not to give the following details:*

Marital Status (Please tick)

Married ..... Single ..... Separated ..... Divorced ..... De-facto ..... Widow/Widower .....

If married, give spouse's name: .....

Names and ages of children .....

..... Other dependants .....

General State of Health.....

Have you had any recent illness? ..... If yes, explain .....

.....

Have you ever been arrested or convicted for any criminal act? ..... If yes, please give details

.....

Position applied for:.....

I would also be interested in casual ☐, or part - time ☐, or full - time ☐, or any position ☐

I am able to be contacted during working hours – Yes / No

I am able to be interviewed during normal school hours of operation – Yes / No

Under the *Child Protection (Prohibited Employment) Act 1998* it is an offence to apply for this position if you have ever been convicted of a serious sex offence. As required by the *Commission for Children and Young People Act 1998* the preferred applicant for this position will be screened by the Commission for Children and Young People to check for any relevant criminal record, any apprehended violence orders for the protection of children and any relevant disciplinary proceedings by an employer relating to child abuse or sexual misconduct.

#### Declaration:

I hereby apply for the above position and declare that all the information provided in this application form and any accompanying Curriculum Vitae is true and that I have not been convicted of a serious sex offence.

Working with Children check number: .....

NESA number: .....

Signed: .....

Date: .....

**Please attach  
recent photo here  
if possible**

## REFERENCES

List below people who can testify to your character and your professional ability. Include a minister, an employer or supervisor under whom you have worked recently. Please note that if you are selected for interview at least one referee from each category below will be contacted, including your current Principal, supervisor or employer. Please also include the name of a previous Principal or employer.

### Character References

NAME	ADDRESS	PHONE

### Professional References

NAME	ADDRESS	PHONE

Please attach copies of one current reference from at least one person listed in each of the two categories above. Please include a current reference from a Christian Minister if you are able.

## CHRISTIAN PRACTICE

Are you an active member of a local church?.....

Which Church? .....

Minister's Name ..... Phone .....

Minister's Address ..... Postcode .....

In what capacities do you serve in your church? .....

.....  
.....

## TRAINING *(Where curriculum vitae is supplied, there is no need to duplicate details).*

### 1) Tertiary Training.

What degrees, diplomas or other professional qualifications do you hold?

DEGREE, DIPLOMA, ETC.	NAME OF INSTITUTION	YEAR CONFERRED

What were your fields of study?

a) Major fields.....

b) Minor fields.....

**Please attach a complete transcript of academic results as well as a Statement of Service.**

If you have completed any other formal training please list the courses below and attach copies of documentation.....  
 .....  
 .....

Do you have any other qualifications, e.g. First Aid, etc?.....  
 .....

## EXPERIENCE

Please list the schools at which you have taught on a full-time or part-time basis and the years in which you taught there. Recent graduates or those about to graduate should list the schools at which they completed field experience and must attach their field experience reports.

School	Years	F/T, P/T or Casual

What is your reason for leaving, or considering leaving your current employer? .....  
 .....  
 .....  
 .....  
 .....

List any positions of special responsibility you have held and length of time .....  
 .....  
 .....  
 .....

List any extra-curricular / co-curricular activities you have been involved in at your previous schools.  
 .....  
 .....  
 .....

**Primary Applicants:** please list the grades you have taught, to what Years, and for how many years.

Grade	Number of years taught	Last year taught

**Secondary Applicants:** please list the subjects you have taught, to what Years, for how many years.

Subject	Year levels	Number of years	Last year taught

**Special Interests (all applicants)**

Please tick any of the following for which you have special training, experience or interest:

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> SINGING      | <input type="checkbox"/> CHOIR                     |
| <input type="checkbox"/> PIANO        | <input type="checkbox"/> OTHER MUSICAL INSTRUMENTS |
| <input type="checkbox"/> ART          | <input type="checkbox"/> SPORTS                    |
| <input type="checkbox"/> ORIENTEERING | <input type="checkbox"/> PHOTOGRAPHY               |
| <input type="checkbox"/> BUSH WALKING | <input type="checkbox"/> HANDICRAFTS               |
| <input type="checkbox"/> COUNSELLING  | <input type="checkbox"/> ELECTRONICS               |
| <input type="checkbox"/> COMPUTERS    | <input type="checkbox"/> DRAMA                     |

Do you have any interests or hobbies other than those mentioned above? Include any expertise or qualifications in sports.....

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Why do you wish to apply for this position? .....

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Please describe what specifically you would bring to the position you have applied for?

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Thank you for your application. You will receive an acknowledgment of receipt of this application. If you are selected for interview you will be contacted by phone. If you are unsuccessful, you will be notified by mail.

## Employment Application Collection Notice

1. In applying for this position you will be providing Lakes Grammar – An Anglican School with personal information. We can be contacted via [pa@lakes.nsw.edu.au](mailto:pa@lakes.nsw.edu.au) or by phone at 4393 4111.
2. 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.
3. The School's Privacy Policy, accessible on the School'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 correction of your personal information which 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.
4. We will not disclose this information to a third party without your consent unless otherwise permitted. We usually disclose this kind of information to the following types of organisations: TASS (the school's administration software provider); the Newcastle Anglican Schools Corporation.
5. We may be required to conduct a criminal record check; collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect other personal information about you in accordance with these laws.
6. The School may use online or 'cloud' service providers to store personal information and to provide services to the School 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 servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.\*
7. 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.



## What is Lakes Grammar - An Anglican School?

### **Lakes Grammar educates for life in all its fullness.**

Anglican schools recognise that God the Holy Trinity creates, redeems and makes holy. We recognise that God created all that exists, redeems us through Jesus Christ and changes our lives. As Trinity, God is unity in diversity. In Anglican schools we aim to reflect this reality by nurturing the individual within community. Consequently, Lakes Grammar – An Anglican School:

**Proclaims the gospel in words and actions**, creating an environment in which young people, their families and staff have an opportunity to develop a personal relationship with God, through Jesus Christ. Jesus said that he has come so that we may have “life in all its fullness” (John 10.10). The experience of sharing in the life of a Christian community is a part of educating for life in all its fullness.

**Celebrates its Anglican character** by building relationships with the Anglican Diocese of Newcastle, its local Anglican Parishes and with the other Anglican schools within the Newcastle Anglican Schools Corporation and the wider Australian communion.

#### **Nurtures a high respect for intellectual endeavour**

Lakes Grammar cultivates intellectual qualities such as curiosity, questioning, intellectual rigour, hard work and openness to ideas. A growth mindset is nourished and all students are recognised as capable of improving their learning. A Christian Religious Studies curriculum is part of the educational landscape of the school and is built on the Anglican respect for Scripture, Tradition and Reason.

#### **Appreciates diversity**

Lakes Grammar recognises that every person is created in the image of God. Therefore, we welcome families from all backgrounds and help students to build respectful relationships with one another. Students will experience the school as a safe place to explore their identity, vocation and purpose.

#### **Is committed to tradition and dignity within school life**

Lakes Grammar uses the richness of symbol, story and ceremony to promote its values and order its life. These will be evident in chapel services and the sacramental life of the school. Christian story, symbols and ceremonies will also be a part of the major formal school events, as well as in various elements of the day-to-day life of the school.

#### **Cultivates wellbeing for all in the school community**

Life in all its fullness implies personal wellbeing. Lakes Grammar provides an environment in which individuals can flourish under God’s grace as they contribute to building a healthy school community. We strive to cultivate a strong sense of belonging to our school community.

#### **Serves its community**

In response to Jesus’ call to love God and love our neighbour Lakes Grammar nurtures an ethic of service and a commitment to social justice. As stewards of God’s creation we also encourage respect for our natural environment. Education for these qualities occurs within the curriculum and is demonstrated in active service, pursuing peace and reconciliation and striving to safeguard the integrity of creation.