

LUTHERAN SCHOOLS EMPLOYMENT APPLICATION FORM

It is important that you read Attachment A before proceeding with this application.

I have read and understood the information contained in Attachment A

1. PERSONAL PARTICULARS

Mr Mrs Dr Ms Miss Family Name: _____
(Please Circle)

Given Names: _____

Current Residential Address(in full) _____

_____ Post Code

Postal Address (if different from residential address) _____

_____ Post Code

Telephone Numbers

() _____ () _____ _____
Home Work Mobile

2. POSITION

Please provide details of the school and position you are applying for

School: _____

Position: _____

3. TERTIARY LEVEL QUALIFICATIONS

(Please indicate which of the following you have completed):

Associate Diploma level study (Enclose copy of certificate)

Yes No

Name of Course: _____

Is the course complete? Yes No If **Yes**, year completed _____

If **no**, number of modules successfully completed _____ Expected date of completion _____

Trade Certificate level study (Enclose copy of certificate)

Yes No

Name of Course: _____

Is the course complete? Yes No If **Yes**, year completed _____

If **no**, number of modules successfully completed _____ Expected date of completion _____

Diploma level study (Enclose copy of certificate)

Yes No

Name of Course: _____

Is the course complete? Yes No If **Yes**, year completed _____

If **no**, number of modules successfully completed _____ Expected date of completion _____

Bachelor Degree level study (Enclose copy of certificate)

Yes No

Name of Course: _____

Is the course complete? Yes No If **Yes**, year completed _____

If **no**, number of modules successfully completed _____ Expected date of completion _____

Any tertiary level study not included above (Give details and provide certificates or results to date if not yet complete)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4. OTHER STUDY

a) Have you completed any other course relevant to the position you are applying for?
(If so, provide details):

b) Do you have a current senior first aid certificate? Yes No

If yes, issued by _____ (please attach a copy)

Date of issue _____ / _____ / _____

Expiry date _____ / _____ / _____

5. TEACHER REGISTRATION

Are you registered as a teacher? Yes No

(If so, please complete the following details):

In Australia Overseas

Name of state in which you are registered (If you are registered in more than one state, provide details of all)	Teacher Registration number

Length of time you have been registered as a teacher: _____ Years _____ Months

Has your teacher registration ever been suspended or cancelled in Australia or overseas?

Yes No

If yes, please provide the details of when this occurred and for what reason:

6. EMPLOYMENT HISTORY

List your current employer first and all previous employers, including if self employed, over the last 10 years. Show period employed by giving month and year. If insufficient room, continue on a separate sheet of paper.

Employer _____ From ____ / ____ To ____ / ____

Full Address _____

Position held _____ Hours worked per week: _____

Supervisor _____ Phone No () _____

Employer _____ From ____ / ____ To ____ / ____

Full Address _____

Position held _____ Hours worked per week: _____

Supervisor _____ Phone No () _____

Employer _____ From ____ / ____ To ____ / ____

Full Address _____

Position held _____ Hours worked per week: _____

Supervisor _____ Phone No () _____

Employer _____ From ____ / ____ To ____ / ____

Full Address _____

Position held _____ Hours worked per week: _____

Supervisor _____ Phone No () _____

7. DISCIPLINE PROCEEDINGS

In relation to any matter

- *of a sexual nature;*
- *against a person where the person was under 18;*
- *involving drugs;*
- *involving cruelty to children.*

Have you ever, in any State or Territory of Australia or any other place, been the subject of discipline proceedings by an employer?

Yes No

NB** If you answered yes to any of this question attach full details, including date, place and outcome in an envelope marked "**Private and confidential**". **This information will be kept confidential

8. DECLARATION

Your application will not be considered unless you sign and date this declaration.

I declare that to the best of my knowledge the information supplied herein is correct and true.
I acknowledge that the provision of incorrect or false information or the failure to disclose all information relating to my application will adversely affect the assessment of my integrity and could result in the withdrawal of any offer or appointment. I acknowledge that inquiries will be made of me and information may be obtained from current and previous employers.

Signature of applicant _____ Date _____

ATTACHMENT A (T)

This attachment has been included in the Lutheran employment application form to ensure that the expectations of those who work in Lutheran schools are made clear prior to the point of engagement.

These expectations are embodied in all of the Lutheran Schools' formal employment contracts.

The document 'The Teacher in the Lutheran School' prescribes in part that besides being qualified and competent educators, teachers who work within the Lutheran system will be people committed to the Christian faith, willing to identify with, uphold and promote the Lutheran Ethos of the school and willing to exemplify and model behaviour which positively reflects their commitment to these principles. All other staff are required, as part of the employment in Lutheran Schools, to make the same commitment.

Staff in the service of the Lutheran Schools undertake to meet the theological training prescribed by the Board for Lutheran Schools of the Lutheran Church of Australia. The arrangements to enable staff to obtain this requirement will be the subject of consultation between the principal/head (or nominee) and the staff member. Currently, the position is as follows:

- a All teachers who are responsible for primary P-7 classes and secondary teachers who formally teach religious studies are required to obtain Board for Lutheran Schools approval status. In addition, teachers in this category are required to obtain Board for Lutheran Schools accreditation status by completing the requirements for the Graduate Diploma of Theology in Education or a Master of Education Studies (Luther Seminary in North Adelaide).
- b All other primary specialist teaching staff and all secondary teaching staff shall be required to meet the requirements for Board for Lutheran Schools approval status {Board for Lutheran Schools approval status is granted on the completion of the prescribed requirements of the Theological Orientation program for staff (TOPS)}, within the first two (2) years of their appointment.
- c All non-teaching staff are encouraged to participate in the TOPS (Theological Orientation Program for Staff) course which provides a basic orientation to the theology which guides the Lutheran school.

It is important that job applicants who are not accustomed with the doctrinal statements and theological opinions of the Lutheran Church of Australia familiarise themselves with these beliefs, to determine whether there is a willingness to identify with, support these beliefs and model behaviour which reflects this commitment.

The doctrinal statements and theological opinions can be viewed on the Lutheran Church of Australia national website: www.lca.org.au/aboutlutherans/beliefs.html#docstats or more specifically: <http://www.lca.org.au/aboutlutherans/aboutlutherans.pdfs/doctstatementssummary.pdf> or obtained from Lutheran Church offices in each State.