



ST JAMES'
ANGLICAN SCHOOL

Employment Application Form

St James' Anglican School requires suitably qualified and experienced staff who have the ability and qualifications to teach the subject or selection of the subjects listed in the advertisement. The successful applicant will be responsible to the Principal for the instruction of students, acquisition and recording of assessments, grading and reporting.

St James' Anglican School is a child – safe institution.

Key Selection Criteria

Applicants should be able to:

- Identify a personal educational philosophy and belief about best practice in teaching and learning.
- Demonstrate appropriate qualifications in the advertised role.
- Demonstrate a sound knowledge of Australian Curriculum.
- Elaborate on how technologies can be incorporated in effective teaching and learning. e.g. iPads, Computers, Interactive Whiteboards, Digital Cameras.
- Work as an enthusiastic member of a team.
- Establish positive relationships with students, parents and colleagues.
- Demonstrate positive support for the School's Christian ethos and values.

Personal Attributes

Applicants should have a clear affinity with the ethos and philosophy of the School and will:

- Have intellectual strength.
- Professional integrity and a passion for education.
- Show positive support for the Christian faith.
- Be conversant with key educational issues.
- Show empathy with, and understanding of, young people.
- Have the ability to communicate effectively with a broad range of people.
- Possess appropriate qualifications and show a commitment to ongoing professional learning.
- Possess energy and a sense of humour.

Please note;

- **Feedback will only be given to candidates who reach the interview stage.**
- **Applications will be held for a period of 12 months unless you advise otherwise.**



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About St James' Anglican School

St James' promotes a positive work environment and culture to attract and retain high quality staff by fostering professionalism, commitment, loyalty, Christian values, a high standard of pastoral care, and by providing above Award conditions.

St James' is the eleventh school of the Anglican Schools Commission of Western Australia and employs full - time and part-time teachers, supported by Education Assistants, music tutors, administrative, grounds and maintenance staff.

Applicants should also be able to demonstrate support for the School's Christian ethos as well as the extra-curricular life of the School. The extra-curricular program will provide staff the opportunity to add value to the School community and foster harmonious relationships with the students.

Applications

Applicants **MUST** complete the attached application form and ensure the following information is noted in their resume **and/or** covering letter:

- Full name and nationality.
- Date and place of birth (optional).
- Address and contact details.
- Any relevant personal details.
- Details of academic and professional qualifications, giving names of institutions and dates.
- Current position and areas of responsibility.
- Details of previous appointments and career achievements with particular reference to the position being advertised.
- Cultural, recreational interests and other interests.
- Religious affiliation and Church involvement.
- The names and addresses of three professional referees who may be approached in confidence about the applicant. Please include your current Principal if you are presently employed in education.
- A current Working With Children Check and a 100-point identity check will be required if a position is offered.

The applicant needs to provide:

1. Covering letter and resume
2. Copies of relevant qualifications
3. A statement addressing selection criteria and key attributes
4. A completed application form (attached below)



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ANGLICAN SCHOOL

Employment Application

Job title/s you are applying for?			
Title		First Name	
Middle Name		Surname	
Address			
Religion			
Home Phone #		Mobile #	
Email address			

Teacher Registration Board (WA) # - if applicable		Expiry Date	__/__/__
Working With Children Check #		Expiry Date	__/__/__
Have you recently completed a Mandatory Reporting training program? - please circle one			Yes No

St James' Anglican School is a Child Safe School. It is a requirement that all staff complete the Mandatory Reporting online course within the first week of their commencement at St James' Anglican School. Completion of the online course prior to employment would be preferred.

Date Entered Australia	__/__/__	Visa Sub-class	
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Residence Status – please circle one only

Australian Citizen	Permanent Resident	Temporary Resident	Other (Please specify)
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Tertiary Qualifications

Current studies or professional memberships



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What appeals to you about this position?

Current Employment History

Name of *current* employer

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Employed from (*date*)

/ /

Position(s) held

--

Primary role(s) in your *current* employment

Reason for leaving

--

Previous Employment History – *If relevant*

1) Name of *previous* employer

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Employed from (*date*)

/ /

Employed to (*date*)

/ /

Primary role(s) in your *previous* employment

Reason for leaving

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ANGLICAN SCHOOL

2) Name of <i>previous</i> employer			
Employed from (<i>date</i>)	___/___/___	Employed to (<i>date</i>)	___/___/___
Position(s) held			
Primary role(s) in your <i>previous</i> employment			
Reason for leaving			
3) Name of <i>previous</i> employer			
	___/___/___	Employed to (<i>date</i>)	___/___/___
Primary role(s) in your <i>previous</i> employment			
Reason for leaving			

Privacy Statement:

In applying to provide your services, you will be providing St James' with personal information, e.g. your name and address or information contained on your resume. This information will be collected in order to assess your application and may be stored for 12 months. We may also make notes and prepare a confidential report in respect of your application. We will not disclose this information to a third party without your consent.

Applications are to be sent to:

The Principal
St James' Anglican School
2 Graceful Blvd
Alkimos WA 6038

Applications may also be submitted by email:
employment@stjames.wa.edu.au