



HEIGHTS COLLEGE ***NON-TEACHING STAFF***

PERSONAL PROFILE FOR COLLEGE APPLICANTS

Position Applied For (tick box):

- IT Systems Administrator
 Administration Staff
 Bus Driver
 Cleaner
 Groundsman
 Teachers Aide
 Tuckshop Convenor
 Music Tutor
 Other

PERSONAL DETAILS

Name: _____

Address: _____

Email: _____

Telephone: Home _____ Mobile _____

PROFESSIONAL BACKGROUND

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

Qualification	Year	Institution

List below all schools and other organizations in which you have worked.

Dates	School/Organization	Position/Year Level/Subject

List any professional associations to which you belong:

Provide details about any current studies you are pursuing:

List any positions of responsibility you have held, detailing the length of time and place:

Briefly outline your philosophy of working in a Christian school.

Briefly outline your motivation for applying for this position.

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

CHURCH AFFILIATION

Please give your views on what it means to be a Christian:

Which church do you attend? _____

How frequently do you attend church? _____

Give details of any church activities in which you have been involved:

REFEREES

Please provide names, addresses and telephone numbers of three (3) people (one should be your pastor/minister) who would be able to attest to your character and your ability as a teacher.

Name: _____

Occupation: _____

Address: _____

Telephone: Work () _____ Home () _____

Name: _____

Occupation: _____

Address: _____

Telephone: Work () _____ Home () _____

Name: _____

Occupation: _____

Address: _____

Telephone: Work () _____ Home () _____

Please note that if your application is successful, you may 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
- Australian Citizenship Certificate

To assist in establishing an accurate level of salary, please complete the following:

Number of years full time working: _____

Number of years part time working: _____

I hereby confirm that the information supplied above is true, complete and correct. I have attached copies of all necessary documents to support my stated qualifications and experience. I hereby give my permission for you to make such investigations as you deem necessary regarding the above information. I realize that any misrepresentation or material omission made herein or in any other documentation requested would make me liable to termination of services.

Signature: _____ Date: _____



HEIGHTS COLLEGE

STAFF LIFESTYLE REQUIREMENTS

INTRODUCTION

The philosophy of Heights College is established on the belief that the Bible is the inspired and authoritative word of God. We use the Bible as our sole standard of faith, truth and practice. The Bible provides the framework for all truth, and is a foundation upon which our decision making is based. Our College Aims, Vision, Purpose, Motto, Mission Statement and Core Values reflect our Biblical philosophy. This philosophy is also reflected in Heights' Colleges internal and public documents, including policies and procedures, which inform our understanding of the lifestyle values that staff at Heights College are required to respect and maintain.

1. All staff at Heights College, regardless of their role, are required to be seen to conduct themselves in a manner consistent with the Christian philosophy upon which the College is based and the corresponding ethics, principles and beliefs.
2. It is a requirement of employment that all staff at Heights College are practicing Christians. Staff are required to regularly and frequently attend a Christian church and to support staff devotions and staff prayer.
3. Staff are required to refrain from acting in the course of their work, or in doing something connected with their work, in a way that they know or ought reasonably to know is contrary to the Christian philosophy of Heights College.
4. Staff should act in such a way that nothing in their deliberate conduct, whether during College hours or not, is incompatible with the philosophy of Heights College. In the expression of human sexuality for example, deliberate choices for heterosexual, monogamous relationships, expressed intimately through marriage, are upheld.
5. Where it is known that any staff member acts contrary to the requirements of the above philosophy, the Headmaster will call upon the staff member to account for their actions. Actions contrary to the Christian philosophy of the College would be regarded as having occurred if a staff member were to act in a way that brought disrepute upon the College or was incompatible with their faith responsibilities towards their professional colleagues, students or College families. The College will follow due process, including an attempt at restoration and may also initiate disciplinary measures including termination.

I hereby affirm my understanding of and acceptance of the above requirements. I understand that continuing employment at Heights College implies my ongoing adherence to these principles and the Christian philosophy of the College.

Name of Staff Member: _____

Signature: _____

Date : _____



HEIGHTS COLLEGE

STATEMENT OF FAITH

A worldview refers to a set of presuppositions or assumptions through which we see the world, whether consciously or unconsciously. This view affects one's beliefs, attitudes, values, feelings and subsequently one's actions. A Biblical Christian Worldview refers to the Worldview gained by a study of God's truth as revealed in His word, the Bible.

Therefore, The Confession of Faith of Heights College is based on the Biblical Christian Worldview that we hold as a united staff.

Preamble: The Holy Scriptures, known as the Bible, are the inspired Word of God and our All-sufficient rule for faith and practice.

(1) **The Eternal Godhead**: We believe in the Unity of the True and Living God Who is the Eternal, Self-existent One, Who has revealed Himself as One Being in three Persons – Father, Son and Holy Spirit, and Who is the Creator and Preserver of things visible and invisible.

(2) **The Lord Jesus Christ**: We believe in the Lord Jesus Christ, the second person of the Triune Godhead, Who was and is the eternal Son of God, that He became incarnate by the Holy Spirit and was born of the virgin Mary. We believe in His sinless life, miraculous ministry, substitutionary atoning death, bodily resurrection, glorious ascension, and abiding intercession.

(3) **The Holy Spirit**: We believe in the Holy Spirit, the Third Person of the Triune Godhead, Who proceeds from the Father and the Son, and is ever present and active in the work of convicting and regenerating the sinner, and sanctifying and guiding the believer into all truth.

(4) **The Holy Scriptures**: We believe in the verbal, plenary inspiration of the Holy Scriptures, namely the Old and New Testaments in their original writings. All Scripture is given by inspiration of God, and is infallible, inerrantly revealing the will of God concerning us all in all things necessary to our salvation, and is absolutely supreme and sufficient in authority in all matters of faith and conduct. The Bible does not simply contain the Word of God, but is, in reality, the complete revelation and very Word of God, inspired by the Holy Spirit, so that whatever is not contained therein is not to be enjoined as an Article of Faith.

(5) **Creation**: We believe that in six literal days, the heavens and earth and all original life-forms, including man, were made by the specific immediate creative acts of God as described in the account of origins presented in Genesis, and that all biological changes which have occurred since creation are limited to variation within each kind.

(6) **The Devil**: We believe in the personality of the Devil, who by his influence brought about the downfall of man, and now seeks to destroy the faith of every believer in the Lord Jesus Christ.

- (7) **The Fall of Man**: We believe that man was created by God by specific immediate act and in His image and likeness, morally upright and perfect, but fell by voluntary transgression. Consequently, all men are separated from original righteousness, being deprived and without spiritual life.
- (8) **The Atonement**: We believe that God's answer to man's sinful state is in the death of His Son, the Lord Jesus Christ upon the Cross, Whose sufferings and shed blood have made full atonement for the sins of the whole world, both original and actual, and that there is no other ground for salvation.
- (9) **Salvation of Man**: We believe salvation is received through repentance toward God and faith in the Lord Jesus Christ. This experience is also known as the new birth and is an instantaneous and complete operation of the Holy Spirit whereupon, the believing sinner is regenerated, justified, and adopted into the family of God and becomes a new creation in Christ Jesus and heir of eternal life.
- (10) **The Church**: The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfilment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the First-born which are written in heaven.
- (11) **Water Baptism**: We believe that baptism by single immersion in the Name of the Father, and of the Son and of the Holy Spirit, is enjoined upon all who have repented and have believed in Christ as Saviour and Lord, and that it is symbolic of our identification with Christ in His Death, Burial and Resurrection.
- (12) **The Lord's Supper**: We believe the Lord's Supper, consisting of the elements of bread and the fruit of the vine, is the symbol expressing our sharing the Divine nature of our Lord Jesus Christ; a memorial of His sufferings and death; and a prophecy of His Second Coming and is enjoined upon believers "until He comes".
- (13) **Sanctification**: Sanctification is an act of separation from that which is evil, and of dedication unto God. We believe it is the glorious provision for every believer in Christ to be made pure in heart and wholly sanctified through the operation of the Holy Spirit by the blood of Jesus and the Word of God.
- (14) **The Baptism in the Holy Spirit**: We believe that the baptism in the Holy Spirit is the bestowing of the believer with power to be an effective witness for Christ. This experience is distinct from and subsequent to the New Birth; is received by faith, and is accompanied by the manifestation of speaking in tongues as the Spirit gives utterance, as the initial evidence.
- (15) **Gifts**: We believe in the present day operation of the nine supernatural gifts of the Holy Spirit as recorded in 1 Cor. 12. We also believe in the ministry Gifts of Christ as recorded in Eph. 4: 11-13.
- (16) **Divine Healing**: In accordance with the teachings of the Scriptures, we trust our Heavenly Father to protect and heal our bodies from sickness and disease. We believe that Divine healing for the body, as with all redemptive blessings of God, has been provided for us by the atoning death and victorious resurrection of our Lord Jesus Christ; it is the privilege of all believers and it is appropriated by faith in our Heavenly Father's unfailing promises.

(17) **The Second Coming of Christ**: We believe in the pre-millennial, imminent and personal return of our Lord Jesus Christ to gather His people unto Himself. Having this glorious hope and earnest expectation, we purify ourselves, even as He is pure, so that we may be ready to meet Him when He comes.

(18) **The Millennium**: We believe in the return of the Lord Jesus Christ to set up His millennial reign on this earth.

(19) **The Punishment of the Wicked**: We believe in the everlasting punishment of the wicked (in the sense of eternal torment) who wilfully reject and despise the love of God manifested in the great sacrifice of His only Son upon the Cross for their salvation. We believe the Devil and his angels and whosoever is not found written in the Book of Life shall be consigned to everlasting punishment in the lake that burns with fire and brimstone, which is the second death.

(20) **The New Heavens and the New Earth**: “We, according to His promise, look for new heavens and a new earth wherein dwelleth righteousness.”

I hereby affirm my belief in, and acceptance of, the Statement of Faith as stated above. In signing this Statement of Faith I desire to declare my personal faith in Jesus Christ as my Saviour.

Name of Staff Member: _____

Signature: _____ **Date :** _____