



CCC
EARLY LEARNING CENTRE

APPLICATION
DIRECTOR
EARLY LEARNING CENTRE

Caring Supportive Nurturing



APPLICATION

Personal Details

Name:

Address:
.....

Email:

Telephone: Home: () Work: () Mobile:

Professional Background

List below all degrees, diplomas and certificates you have gained together with the years they were awarded and the institutions awarding them:

QUALIFICATION	YEAR	INSTITUTION

Give details of previous employment experience (add an extra page if insufficient space):

DATES	INSTITUTION / COMPANY	POSITION

List any professional associations to which you belong:

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Give details about any current studies which you are pursuing:

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If you have not worked in this area before, list reasons why you feel you would be suitable:

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Give a brief account of how your previous work experiences will equip you for this role:

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Are there any further comments you wish to give in support of this application?

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Selection Criteria to be addressed at Interview

Demonstrate an ability to successfully manage a Centre similar to that operated by Cooloola Christian College.

Demonstrate an understanding of the need to collaborate with members of a team with staff and members of the wider community in order to establish productive partnerships and achieve administrative educational objectives.

Demonstrate administrative and processing skills and an ability to operate independently and/or with limited supervision.

Be the possessor of good written and oral communicative skills and presentation of work.

Under Child Protection Legislation – the successful applicant will be required to obtain a Positive Blue Card for child related employment.

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

- ❖ Australian birth certificate
- ❖ Passport
- ❖ Evidence of permanent residence status
- ❖ Australian Citizenship certificate

Referees

Give names, addresses and telephone numbers of three (3) persons who would be able to attest to your character and your ability as an employee/worker. One of these should be your minister, or pastor.

Name:

Occupation:

Address:

.....

Telephone: () (home) () (work)

Name:

Occupation:

Address:

.....

Telephone: () (home) () (work)

Name:

Occupation:

Address:

.....

Telephone: () (home) () (work)

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 realise that any misrepresentation or material omission made herein or in any other documentation requested would make me liable to termination of services.

Application

On the basis of the information provided in the form and the following pages, I hereby apply for the position of **Director of the Early Learning Centre**.

Signed:

Date:

Please forward the completed form, supporting documentation and copies of references to:

**The Office Manager,
Cooloola Christian College,
PO Box 1355,
Gympie Qld 4570**

Employment Collection Notice

- 1. In applying for this position you will be providing Cooloola Christian College with personal information. The information provided, for example your name and address or information contained on your resume, is used in order to assess your application.*
- 2. By providing this information you agree that we may store this information for up to twelve weeks.*
- 3. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.*
- 4. We will not disclose this information to a third party without your consent.*
- 5. 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, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information for up to twelve weeks.*
- 6. For non-teaching staff, we are required to ensure that an employee is cleared by a criminal record check under Child Protection Law. It will be your obligation to provide the College with evidence that this check has been completed and to provide a Suitability Card.*
- 7.*

We can be contacted at:

PO Box 1355, Gympie Qld 4570

Phone: (07) 5481 1000

Fax: (07) 5483 6299

Email: admin@ccc.qld.edu.au