

INABURRA SCHOOL

Support Staff Application Form



1. POSITION

POSITION APPLIED FOR: _____

- | | | |
|---|------------------------------------|---------------------------------------|
| <input type="checkbox"/> ADMINISTRATION | <input type="checkbox"/> CANTEEN | <input type="checkbox"/> UNIFORM SHOP |
| <input type="checkbox"/> PERMANENT | <input type="checkbox"/> TEMPORARY | |
| <input type="checkbox"/> FULL-TIME | <input type="checkbox"/> PART-TIME | <input type="checkbox"/> CASUAL |

2. PERSONAL DETAILS

FAMILY NAME: _____

GIVEN NAMES: _____

TITLE: _____ DATE OF BIRTH: _____ SEX: _____

ADDRESS: _____

_____ POST CODE: _____

POSTAL ADDRESS: _____

_____ POST CODE: _____

CONTACT DETAILS:

MOBILE: _____

PRIVATE: _____

WORK: _____

EMAIL: _____

ELIGIBILITY TO WORK IN AUSTRALIA: YES/NO

NEXT OF KIN/EMERGENCY CONTACT: _____

3. CHRISTIAN FAITH

BRIEFLY DESCRIBE YOUR PERSONAL CHRISTIAN EXPERIENCE AND COMMITMENT:

BRIEFLY DESCRIBE YOUR PRESENT LOCAL CHURCH AFFILIATION:

PRESENT MINISTER'S NAME _____

MINISTER,S CONTACT DETAILS: PHONE: _____ **MOBILE :** _____

EMAIL: _____

4. EDUCATION

SECONDARY EDUCATION

SCHOOL ATTENDED	HIGHEST AWARD	YEAR AWARDED

TERTIARY EDUCATION (including current incomplete courses)

INSTITUTION	YEARS OF ATTENDANCE	AWARD CONFERRED (if applicable)	DATE CONFERRED	FIELD(S) OF STUDY

FORMAL THEOLOGICAL STUDY (IF ANY)

INSTITUTION	YEARS OF ATTENDANCE	AWARD CONFERRED (if applicable)	DATE CONFERRED

5. EMPLOYMENT HISTORY

PRESENT EMPLOYMENT: _____

LAST POSITION HELD / AREAS OF RESPONSIBILITY: _____

PAST EMPLOYMENT

FROM	TO	NAME OF EMPLOYER	ROLE	FULL-TIME/PART-TIME/CASUAL	YEARS OF SERVICE

REFEREES (include a Christian Minister if possible)

REFEREE 1 Name: _____
 Position/organisation: _____
 Phone: Work: _____ Mobile: _____

REFEREE 2 Name: _____
 Position/organisation: _____
 Phone: Work: _____ Mobile: _____

REFEREE 3 Name: _____
 Position/organisation: _____
 Phone: Work: _____ Mobile: _____

DECLARATION

Do you have any illness/disabilities that will impact on your ability to perform the full duties required in this role? Yes No

If so, please provide medical information explaining the impact of your illness/disability or health issues.

ATTACHMENTS

Listed below are documents relevant to your application. Please submit copies that have been verified as true copies of the original by either a Justice of the Peace or a Solicitor.

Please note that copies are required of all applicable documents. Please tick where attached.

- 1. University or College final transcript of academic results indicating eligibility for Award.
- 2. Other degrees, diplomas or certificates, including First Aid Certificate (if applicable).
- 3. Please attach a photo with application.
- 4. Evidence of the "New" Working with Children Check Application or Approval.
(A Working With Children Check is a prerequisite for anyone at Inaburra School, employed or working as a volunteer).

The Industrial Instrument that currently applies to Inaburra School is the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement Inaburra 2017.

Inaburra School is committed to providing a child safe school where children can feel safe and valued. The successful applicant will be subject to the relevant pre-employment checks, including a working with children check and thorough reference checks. All staff at Inaburra are expected to conduct themselves in accordance with policies, procedures and practices that enhance our culture of safety

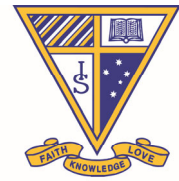
Please return to:

***The Bursar
Inaburra School
PO Box 3066
BANGOR NSW 2234***

Phone: 9543 2533

Fax: 9543 7514

Email: school@inaburra.nsw.edu.au



INABURRA SCHOOL

ROLE DESCRIPTION

CREDITORS CLERK

*To be a Christ-centred learning community, pursuing excellence in education
with every individual known and loved.*

The Creditors' Clerk is responsible to the Bursar in relation to their duties.

Role Overview:

- To provide excellent assistance to the Bursar in the areas of:
 - Creditors
 - Finance related clerical support
 - Other activities as required

Specific Responsibilities:

Creditors

- Process all creditor payments from requisitions submitted by staff.
- Reconcile creditor statements.

Banking / Receipting

- Receipt all monies received and apply to appropriate budgets as advised.
- Prepare banking.
- Store moneys for banking in cash safe, including Uniform Shop banking.
- Attend appropriate Professional Development opportunities

Knowledge, Skills and Abilities:

Required Skills:

- Organisational skills
- Professional phone manner
- Communication skills
- Flexibility
- Filing systems

Required Knowledge:

- Must be fully conversant with Windows suite especially Word and Excel.
- Knowledge of PCSchool Administration system advantageous.

Required Experience:

- Prior creditors experience advantageous.

Involvement in the Life of the School:

This will involve:

Attendance at staff meetings and committee meetings when required.

Involvement in school events and promotions.

- Attendance during the school terms.
- Staff development days

If you're a new employee, your employer needs to give you a copy of the Fair Work Information Statement before, or as soon as possible after, you start a job. For information tailored to you, register for an online account at www.fairwork.gov.au/register, or call the **Fair Work Infoline** on **13 13 94**.

▲ Minimum rights and entitlements

Workers in Australia are entitled to basic rights and protections at work. If you're in the national workplace relations system, these protections include minimum pay rates and a set of entitlements called the National Employment Standards. You're also likely to be covered by a modern award or enterprise agreement, which may provide you with more entitlements.

You might also sign a contract or agreement with your employer. Contracts can set out additional conditions of employment but can't provide less than your minimum entitlements under the National Employment Standards or an applicable award or enterprise agreement.

▲ Minimum pay rates

Your minimum pay rate will usually be set in an award or an enterprise agreement. If there's no modern award or enterprise agreement covering your work, you're still entitled to at least the national minimum wage which, from 1 July 2018, is:

- \$18.93 per hour for full-time and part-time adult employees
- \$23.66 for casual adult employees.

The national minimum wage is reviewed annually. You can find your minimum pay rates by using our Pay Calculator at www.fairwork.gov.au/PACT.

▲ Modern awards

There are 122 industry or occupation awards that cover most people working in Australia. Awards may contain entitlements like minimum wages (pay), penalty rates, types of employment, flexible working arrangements, hours of work, meal and rest breaks, classifications, allowances, annual leave loading, and redundancy. To find out if you're covered by an award, use Find my award at www.fairwork.gov.au/awards.

▲ Enterprise agreements

Enterprise agreements set employment conditions that can apply to a business and their workers or a group of businesses and their workers. Enterprise agreements are negotiated ('bargained') between the employer, their employees and any employee representatives (such as a union or other bargaining representative).

Bargaining for an agreement has to follow set rules. Once approved by the Fair Work Commission, an enterprise agreement is enforceable and provides the terms and conditions of employment that apply at your workplace.

For information about making, varying, or terminating enterprise agreements visit the Fair Work Commission website at www.fwc.gov.au.

▲ The National Employment Standards (NES)

There are 10 minimum workplace entitlements in the NES that apply to all employees:

1. Maximum weekly hours of 38 if you're a full-time employee, plus 'reasonable' additional hours.
2. The right to request flexible working arrangements.
3. Parental and adoption leave of 12 months (unpaid), with the right to request an additional 12 months.
4. Four weeks paid annual leave each year (pro rata if you're a part-time employee).
5. A total of 10 days paid sick and carer's leave each year (pro rata if you're a part-time employee), two days paid compassionate leave for each permissible occasion, two days unpaid carer's leave for each permissible occasion, and five days unpaid family and domestic violence leave (in a 12-month period).
6. Community service leave for jury service or activities dealing with certain emergencies or natural disasters. This leave is unpaid except for jury service.
7. Long service leave.
8. The entitlement for you to be absent on public holidays and for you to be paid for ordinary hours on those days.
9. Notice of termination and redundancy pay.
10. The right to receive this Fair Work Information Statement if you're a new employee.

Casual employees are entitled to some of the entitlements in the NES, but not all. For example, as a casual employee you're entitled to two days of unpaid carer's leave for each permissible occasion. You're also entitled to parental and adoption leave of 12 months (unpaid) – with a right to request an additional 12 months if you've worked on a regular and systematic basis for at least 12 months and have a reasonable expectation of continuing employment. In addition, you're entitled to five days unpaid family and domestic violence leave each 12 month period.

To read more about the NES entitlements that apply to you, go to the National Employment Standards page at www.fairwork.gov.au/NES.

▲ If the business you work for changes owners

If the business you work for changes owners or is sold – and you're employed by the new employer within three months of your employment with the old employer ending – some of your entitlements may carry over to the new employer. You can check what you're entitled to at www.fairwork.gov.au/transfer-of-business.

▲ Workplace flexibility

You have the right to request flexible working arrangements under the NES if:

- you're a parent of, or have responsibility for caring for, a child of school age or younger
- you provide personal care, support and assistance to another person who needs it because of a disability, medical condition, mental illness or frailty and age
- you have a disability
- you are 55 or older
- you're experiencing family violence
- you're providing care or support for an immediate family member, or someone you live with, who is experiencing family violence, or
- you're returning to work after a period of parental or adoption leave and wish to work part-time to care for your child, or the child who you have responsibility caring for.

Your employer can only refuse a request on reasonable business grounds. If they do, they must respond to your request in writing and include details for why they refused your request.

▲ Individual flexibility arrangements

You and your employer can negotiate to change how certain terms in an award or enterprise agreement apply to your situation. An individual flexibility arrangement cannot be a condition of employment – it must be a genuine choice. To find out more see Flexibility in the workplace at

www.fairwork.gov.au/flexibility.

▲ Protection from discrimination and other adverse action

You're protected from an employer taking 'adverse action' against you for certain reasons. These protections apply to casual, full-time and part-time employees.

Adverse action can include dismissing you, refusing to employ you, negatively changing your position, or treating you differently for discriminatory reasons. For example, you're protected from adverse action if you make a complaint to an organisation like the Fair Work Ombudsman, or if you take personal leave or request flexible work arrangements, or exercise your right to freedom of association (including becoming or not becoming a member of a union).

You also have the right to be protected from unlawful discrimination because of your race, colour, gender or age; and protection from undue influence or pressure from your employer about entering into an agreement in relation to your employment entitlements.

If you have experienced adverse action, discrimination or undue pressure by your employer you can seek assistance from the Fair Work Ombudsman or the Fair Work Commission. If you have been dismissed, there might be strict timeframes that apply, so make sure you lodge an application with the Fair Work Commission *within 21 days of the date of your dismissal*. See the Fair Work Commission website at www.fwc.gov.au for more information.

▲ Ending employment

Your employment might end for a number of reasons – if you resign, your position is made redundant, or you are dismissed. To find out more see Ending employment at www.fairwork.gov.au/ending-employment.

When your employment ends, you should get any outstanding employment entitlements, including outstanding wages and unused annual and long service leave.

If you think you've been unfairly dismissed, you might be able to lodge an application with the Fair Work Commission *within 21 days of the date of your dismissal*. There are rules about applying, including minimum employment periods, strict timeframes for applying and special rules for small business. Go to the Fair Work Commission website at www.fwc.gov.au for more information.

▲ Right of entry

A permit holder, often a union official, may enter the workplace in order to:

- talk to employees whose industrial interests the permit holder's organisation is entitled to represent
- look into a suspected breach of workplace laws
- look into a suspected breach of health and safety laws, in which case they must also comply with right of entry requirements of the work health and safety laws.

A permit holder must comply with certain requirements such as notice to the employer and can inspect or copy certain documents. Strict privacy restrictions apply to the permit holder, their organisation and your employer.

▲ The Fair Work Ombudsman

The **Fair Work Ombudsman** is an independent statutory agency that promotes harmonious, productive and cooperative workplace relations and ensures compliance with Australian workplace laws. The Fair Work Ombudsman provides reliable and timely information about Australia's workplace relations system as well as help resolving workplace issues.

For more information about the Fair Work Ombudsman visit www.fairwork.gov.au or call **13 13 94**.

▲ The Fair Work Commission

The **Fair Work Commission** is Australia's national workplace relations tribunal responsible for maintaining a safety net of minimum wages and employment conditions, as well as a range of other workplace functions, including agreement-making, workplace bullying and unfair dismissal. For more information about the Fair Work Commission see www.fwc.gov.au or call **1300 799 675**.

The Fair Work Information Statement is prepared and published by the Fair Work Ombudsman in accordance with section 124 of the *Fair Work Act 2009*.



Employment Collection Notice

1. In applying for this position you will be providing Inaburra School with personal information. We can be contacted here:

Inaburra School

75-85 Billa Road

PO Box 3066

Bangor, NSW, 2234

Phone: 02 9543 2533

Email: school@inaburra.nsw.edu.au

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 personal information which the school has collected and holds. However, access maybe 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; Australian Taxation Office, Superannuation Funds, Industry associations such as The Association of Independent Schools and NESAs.
5. We may 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 laws. 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 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 cloud service provider's servers which may be situated on servers outside Australia. Further information about the School's use of 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.