

INABURRA SCHOOL

EMPLOYMENT APPLICATION FORM - SUPPORT STAFF

1. POSITION APPLIED FOR

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2. PERSONAL DETAILS

<i>Family Name</i>		
<i>Given Name/s</i>		
<i>Title</i>	Mr Mrs Ms Miss Dr Other	
<i>Date of Birth</i>		
<i>Gender</i>	Male Female	
<i>Address</i>		<i>Post Code</i>
<i>Postal Address</i>		<i>Post Code</i>
<i>Mobile</i>		
<i>Private Number</i>		
<i>Work Number</i>		
<i>Email</i>		
<i>Working With Children Check Number</i>		
<i>Do you identify as Indigenous (please tick)</i>	Yes No	
<i>Australian Resident</i>	Yes No	
<i>Country of Citizenship (if applicable)</i>		

3. CHRISTIAN FAITH

<i>Religious denomination</i>	
<i>Church currently attending</i>	
<i>Briefly describe your personal Christian experience and commitment</i>	
<i>Briefly describe your present local church affiliation</i>	
<i>Present Minister's name</i>	
<i>Present Minister's contact number</i>	
<i>Present Minister's email</i>	

QUALIFICATIONS

4. SECONDARY EDUCATION

<i>School Attended</i>	<i>Highest Award</i>	<i>Year Awarded</i>

5. TERTIARY EDUCATION (Including current incomplete courses)

<i>Institution</i>	<i>Years of attendance</i>	<i>Award conferred (if applicable)</i>	<i>Date conferred</i>	<i>Field(s) of study</i>

6. FORMAL THEOLOGICAL STUDY

<i>Institution</i>	<i>Years of attendance</i>	<i>Award conferred (if applicable)</i>	<i>Date conferred</i>

7. EMPLOYMENT HISTORY

<i>Present employment</i>		
<i>Address</i>		<i>Post code</i>
<i>Role</i>		
<i>Areas of responsibility</i>		

8. OTHER PREVIOUS EMPLOYMENT

<i>From</i>	<i>To</i>	<i>Name of employer</i>	<i>Role</i>	<i>Full time/Part time /Casual</i>	<i>Years of service</i>

9. REFEREES (include a Christian minister if possible)

<i>Referee</i>	<i>Name</i>	<i>Position/organisation</i>	<i>Contact Number</i>
1			
2			
3			

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.

I declare that all information in this form, and the following attachments, are true and correct. I understand that if I provide false or misleading information it may result in a decision not to employ me, or if already employed, may lead to my dismissal.

10. 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.

* indicates mandatory.

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

	University or College final transcript of academic results indicating eligibility for Award.
	Other degrees, diplomas or certificates, including First Aid Certificate (if applicable).
	Please attached a photo with application.
	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).
	Please return my documents, as appropriate, if my application is unsuccessful.

Signature

Date

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

Principal

Inaburra School

PO Box 3066

BANGOR NSW 2234

Phone: 9543 2533

Email: employment@inaburra.nsw.edu.au



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.

IMPORTANT INFORMATION ABOUT YOUR PAY AND CONDITIONS

Employees in Australia have entitlements and protections at work, under:

FAIR WORK LAWS	AWARDS	ENTERPRISE AGREEMENTS	EMPLOYMENT CONTRACTS
 <ul style="list-style-type: none"> • minimum entitlements for all employees • includes the National Employment Standards 	 <ul style="list-style-type: none"> • set minimum pay and conditions for an industry or occupation • cover most employees in Australia 	 <ul style="list-style-type: none"> • set minimum pay and conditions for a particular workplace • negotiated and approved through formal process 	 <ul style="list-style-type: none"> • provide additional conditions for an individual employee • can't reduce or remove minimum entitlements

Find your award at www.fairwork.gov.au. Check if your workplace has an enterprise agreement at www.fwc.gov.au/agreements

\$ PAY Your minimum pay rates are in your award or enterprise agreement. If there is no award or agreement for your job, you must get at least the National Minimum Wage. **You can't agree to be paid less.** Minimum pay rates are usually updated yearly. Find out what you should get at www.fairwork.gov.au/minimum-wages

NATIONAL MINIMUM WAGE FROM 1 JULY 2019	 \$19.49/hour full-time or part-time	 \$24.36/hour casual	 Use our free calculators to check your pay, leave and termination entitlements at: www.fairwork.gov.au/pact
This is the adult rate for employees with no award or enterprise agreement. Lower rates may apply to juniors, apprentices and employees with disability.			

✓ NATIONAL EMPLOYMENT STANDARDS

These are minimum standards for all employees. Rules and exclusions may apply. **Your award or agreement may provide more.** Find more information on the National Employment Standards at www.fairwork.gov.au/NES

	Full-time and part-time employees	Casual employees
Annual leave	✓ 4 weeks paid leave per year (pro rata for part-time employees) + 1 week for eligible shift workers	✗
Personal leave* (sick or carer's leave)	✓ 10 days paid leave per year	✗
Carer's leave	✓ 2 days unpaid leave per permissible occasion (if no paid personal leave left)	✓ 2 days unpaid leave per permissible occasion
Compassionate leave	✓ 2 days paid leave per permissible occasion	✓ 2 days unpaid leave per permissible occasion
Family & domestic violence leave	✓ 5 days unpaid leave per 12 months	✓ 5 days unpaid leave per 12 months
Community service leave • Jury service	✓ 10 days paid leave with make-up pay + unpaid leave as required	✓ Unpaid leave as required
• Voluntary emergency management activities	✓ Unpaid leave as required to engage in the activity	✓ Unpaid leave as required to engage in the activity
Long service leave	✓ Paid leave (amount and eligibility rules vary between states and territories)	* Varies between states and territories
Parental leave eligible after 12 months employment	✓ 12 months unpaid leave - can extend up to 24 months with employer's agreement	✓ 12 months unpaid leave for regular and systematic casuals - can extend up to 24 months with employer's agreement
Maximum hours of work	✓ Full-time employees – 38 hours per week + reasonable additional hours Part-time and casual employees – 38 hours or employee's ordinary weekly hours (whichever is less) + reasonable additional hours	
Public holidays	✓ A paid day off if you'd normally work. If asked to work you can refuse, if reasonable to do so	✓ An unpaid day off. If asked to work you can refuse, if reasonable to do so
Notice of termination	✓ 1-5 weeks notice (or pay instead of notice) based on length of employment and age	✗
Redundancy pay eligible after 12 months employment	✓ 4 -16 weeks pay based on length of employment (some exclusions apply)	✗

*The High Court will hear an appeal of a recent decision on the method of accruing and taking paid personal/carer's leave under the National Employment Standards. This document currently reflects the state of the law as it applies to affected employees, but is subject to any changes at law. For details see www.fairwork.gov.au/leave/sick-and-carers-leave

IMPORTANT INFORMATION ABOUT YOUR PAY AND CONDITIONS



FLEXIBILITY

After 12 months employment, you can make a written **request for flexible working arrangements** if you're 55 or over, a carer, have a disability, are experiencing violence from a family member (or are supporting a family or household member who is), or are the parent of, or have caring responsibilities for, a child of school age or younger. This includes employees returning from parental or adoption leave asking to work part-time to care for the child. Your employer must respond in writing within 21 days. They can only say no on reasonable business grounds.

You and your employer can also **negotiate an individual flexibility arrangement**. This would change how certain terms in your award or enterprise agreement apply to you. An individual flexibility arrangement must be a genuine choice – it can't be a condition of employment – and it must leave you better off overall. Find out more at:

www.fairwork.gov.au/flexibility

DID YOU KNOW?

You can create a free My account to save your workplace information in one place at:

www.fairwork.gov.au/register

You can find free online courses to help you start a new job or have difficult conversations at work, visit:

www.fairwork.gov.au/learning

The **Record My Hours app** makes it quick and easy to record the hours you work. It's free on the App Store and Google Play.



ENDING EMPLOYMENT

When your employment ends, your final pay should include all **outstanding entitlements**, such as wages and unused annual leave and long service leave.

You may be entitled to **notice of termination**, or pay instead of notice. If you're dismissed for serious misconduct, you're not entitled to notice. If you resign you may have to give your employer notice. To check if notice is required and what should be in your final pay visit:

www.fairwork.gov.au/ending-employment

If you think your **dismissal was unfair** or unlawful, you have **21 calendar days** to lodge a claim with the Fair Work Commission. Rules and exceptions apply. Find out more at:

www.fairwork.gov.au/termination



PROTECTIONS AT WORK

All employees have protections at work. You can't be treated differently or worse because you have or exercise a workplace right, for example, the right to request flexible working arrangements, take leave or make a complaint or enquiry about your employment.

You have the right to join a union or choose not to, and to take part in lawful industrial activity or choose not to.

You also have protections when temporarily absent from work due to illness or injury, from discrimination, bullying and harassment, coercion, misrepresentation, sham contracting, and undue influence or pressure. Find out more at:

www.fairwork.gov.au/protections



AGREEMENT MAKING

Enterprise agreements are negotiated between an employer, their employees, and any employee representatives (e.g. a union). This process is called 'bargaining' and has to follow set rules. The Fair Work Commission checks and approves agreements. For information about making, varying, or terminating an enterprise agreement visit:

www.fwc.gov.au/agreements



TRANSFER OF BUSINESS

If a transfer of business occurs, your employment with your old employer ends. If you're employed by the new employer within three months to do the same (or similar) job, some of your entitlements might carry over to the new employer. This may happen if, for example, the business is sold or work is outsourced. Find out more at:

www.fairwork.gov.au/transfer-of-business



RIGHT OF ENTRY

Union officials with an entry permit can enter the workplace to talk to workers that they're entitled to represent, or to investigate suspected safety issues or breaches of workplace laws.

They must comply with certain requirements, such as notifying the employer, and can inspect or copy certain documents. Strict privacy rules apply to the permit holder, their organisation and your employer. Find out more at:

www.fwc.gov.au/entry-permits

WHO CAN HELP?

FAIR WORK OMBUDSMAN

- information and advice about pay and entitlements
- free calculators, templates and online courses
- help resolving workplace issues
- investigates and enforces breaches of workplace laws.

www.fairwork.gov.au - 13 13 94

FAIR WORK COMMISSION

- hears claims of unfair dismissal, unlawful termination, bullying, discrimination or 'adverse action' at work
- approves, varies and terminates enterprise agreements
- issues entry permits and resolves industrial disputes.

www.fwc.gov.au - 1300 799 675

If you work in the commercial building industry the Australian Building and Construction Commission can help.
www.abcc.gov.au - 1800 003 338



INABURRA SCHOOL

ROLE DESCRIPTION

SCIENCE LABORATORY ASSISTANT

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

The Position of Science Laboratory Assistant is responsible to the Science Coordinator and Bursar in relation to their duties.

Role Overview:

- To provide technical support to the Science Department Staff with the School's Practical Science Program.
- To provide materials, equipment, knowledge as required for each requested practical experiment.

Specific Responsibilities:

- Classroom Service:
 - Prepare practical equipment and chemicals as requested by teaching staff for use in classroom experiments.
 - Organise the cleaning/checking/storing of equipment returned from classroom experiments.
- Laboratory Maintenance:
 - Ensure labs have correct amount of glassware/equipment.
 - Ensure cleaning supplies are available to classes.
- Maintenance of Supplies and Equipment:
 - Prepare chemical stock solutions.
 - Distil water using the electric still.
 - Prepare culture plates for microbiological studies and safely dispose of used plates.
 - Catalogue slides collection and keep in order.
 - Arrange for service and repair of equipment with reputable service companies.
 - Dispose safely of broken glass.
 - Dispose safely of solids and liquids in accordance with current safety regulations.
 - Arrange for purchase of replacement and new equipment in conjunction with Science Coordinator
- Implement work practices that accord with relevant legislation and regulations.
- Maintain SDS registry stored in the Prep Room
- Provide Chemical Inventory for the Senior School Emergency Evacuation Box which has been updated every 1-2years.

- Budget and Record Keeping:
 - Undertake equipment purchases in consultation with the Science Coordinator.
 - Keep accurate records of all purchases and payment requisitions made by the Lab Assistant.

- Stamp reference texts for staff as required.

- Involvement in the life of the school will involve:
 - Attendance at staff meetings and committee meetings when required.