Employment Application Form

*Thank you for considering a career with Moore Theological College. Please complete this application form and email it with your resume to* [recruitment@moore.edu.au](mailto:recruitment@moore.edu.au)

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| Administrative Assistant to the Dean of Students and Dean of Women |

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| **Personal details** | |
| Applicant name |  |
| Date completed |  |
| Residential address |  |
| Email address |  |
| Phone |  |
| Do you have the legal right to work in Australia?  *Please select the applicable response and provide further details where requested.* | Yes – I am an Australian citizen or permanent resident |
| Yes – I currently hold a temporary Australian visa with unlimited working rights within Australia.  Visa type:  Visa expiry date: |
| Yes – I currently hold a temporary Australian visa with work-related visa conditions (limitations).  Visa type:  Visa expiry date: |
| No |

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| **Motivations for application** | |
| Why do you want to work for Moore College? |  |
| Why are you interested in the position for which you have applied? |  |

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| **Selection Criteria** | |
| *Please demonstrate how you meet the selection criteria below with comprehensive responses and including relevant examples of your experience.* | |
| **Essential criteria** | **Response** |
| Active membership of a Christian church |  |
| Experience in administration, reception or customer service |  |
| Ability to maintain strict confidentiality |  |
| Excellent communication and interpersonal skills and professional presentation |  |
| Demonstrated ability to manage time and solve problems |  |
| Competent in the use of Microsoft Office and databases |  |
| Ability to work independently and actively using initiative |  |
| Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College |  |
| **Desirable criteria** | **Response** |
| Experience in a Personal Assistant / Executive Assistant / Secretary role |  |
| Experience in the higher education and/or not-for-profit sector |  |
| Understanding of the Sydney Anglican diocese |  |

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| **Work Health and Safety** | | |
| Do you have any physical or psychological condition that we need to be aware of to ensure we are able to protect you and other employees at work? | | Yes  No |
| If yes to the above, please specify the condition, how it may affect your work and any reasonable adjustments that may be needed in the workplace. |  | |

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| **Concluding comments** | |
| Is there anything else you would like to add to support your application? |  |
| How did you hear about this opportunity?  *e.g. Moore College website / e-news; LinkedIn; Facebook; Twitter; Sydney Anglicans; Christian Jobs Australia; Fundraising Institute of Australia; Radio advertisement; Referral from a Moore College employee* |  |

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| **Referees** | | |
| *Please provide 2 professional referees; preferably people to whom you reported. Referees will only be contacted following your confirmation that they can be approached.* | | |
| **Details** | **Referee 1** | **Referee 2** |
| Name |  |  |
| Organisation |  |  |
| Position |  |  |
| Relationship |  |  |
| Phone |  |  |
| Email |  |  |

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| **Privacy** | |
| If I am unsuccessful, I give permission for my application to be held on file should a future suitable position become available. | Yes  No |

*Thank you for your application. We will be in contact with you once this application and your resume have been properly reviewed.*