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

|  |
| --- |
| Cleaning Coordinator |

|  |
| --- |
| **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 |

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

|  |
| --- |
| **Selection Criteria** |
| *Please demonstrate how you meet the selection criteria below with comprehensive responses and including relevant examples of your experience.* |
| **Essential criteria** | **Response** |
| Significant cleaning experience with demonstrated knowledge of cleaning chemicals, equipment and methods |  |
| Demonstrated knowledge of relevant Work Health and Safety (WHS) practices |  |
| Ability to safely perform manual tasks relevant to the role, including but not limited to bending, standing and walking for extended periods and lifting loads up to 10kg |  |
| Experience leading a team, including the ability to coordinate and prioritise own work duties and those of the team, monitor performance, and provide training and feedback |  |
| Effective problem-solving skills, including the ability to work independently, take initiative, adapt when circumstances change, and identify and implement process improvements |  |
| Effective interpersonal and verbal and written communication skills |  |
| Competent in the use of Microsoft applications (e.g. Outlook, Word and Excel) and quick to learn the use of other computer applications/systems |  |
| Ability to support and promote the Christian Vision, Mission and Values of Moore Theological College |  |
| **Desirable criteria** | **Response** |
| Commercial cleaning experience in a residential setting (e.g. aged care, hostel) or offices |  |
| Competent in the use of online request management / issue tracking / service management software (e.g. JIRA) |  |
| Understanding of the Sydney Anglican diocese |  |

|  |
| --- |
| **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. |  |

|  |
| --- |
| **Other** |
| 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* |   |

|  |
| --- |
| **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 |  |  |

|  |
| --- |
| **Code of Conduct Acknowledgement** |
| I have read Moore Theological College’s [Code of Conduct](https://moorecollege.sharepoint.com/%3Ab%3A/s/MooreCollegePolicies/EayAaUCkVUhGhIJ1SWPzWIwBw-ZajY9FFxy_lTv1lO8d7A?e=i7jgub) and I am willing to adhere to the Code should I be successful in gaining employment with the College. | [ ]  Yes[ ]  No |

|  |
| --- |
| **Privacy Acknowledgement** |
| I have read and understood Moore Theological College’s [Privacy Policy](https://moorecollege.sharepoint.com/%3Ab%3A/s/MooreCollegePolicies/EbodMe5A4RdLn4ZDK-P0j0YB2P5DUGjHTbLHK46Ym-tpWQ?e=YLEA8l). | [ ]  Yes[ ]  No |
| I understand that, during Moore Theological College’s recruitment processes:* the College will collect information from me directly and from third parties such as my nominated referees with my consent for the purpose of assessing my application for employment;
* the College may not be able to progress my application for employment if my information is not collected;
* my information may be collected through the forms and documents (including copies of ID and qualifications) I submit, phone or email correspondence and interviews;
* my information will be used by:
	+ members of the selection panel responsible for assessing my application;
	+ the Chief Operating Officer, Principal and/or the Governing Board of Moore Theological College who have the authority to approve the recommendation of the selection panel; and
	+ members of the People and Culture team who administer the College’s recruitment processes;
* should I be successful in my application for employment, some of my information may be used by:
	+ management, the Governing Board and/or the Communications team for communications relating to the appointment (e.g. name, photo, abridged employment history); and
	+ the IT, Finance and/or Property teams for the provisioning of equipment relating to employment (e.g. name, photo, email address).
 | [ ]  Yes[ ]  No |
| I consent to the personal and sensitive information I provide in my application for employment, and during Moore Theological College’s recruitment processes, being handled in accordance with the College’s Privacy Policy and as outlined above. | [ ]  Yes[ ]  No |
| If I am unsuccessful in gaining employment with the College, I give permission for my information to be retained for ease of use should a suitable position become available in the future. | [ ]  Yes[ ]  No |

*Thank you for your application.*

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