



TEMPORARY RELIEF TEACHING APPLICATION FORM

PERSONAL INFORMATION

Application Date: .....

Name .....

Address .....

Postcode .....

Email.....

Phone (home)..... Mobile.....

Personal factors which may be relevant to performing the inherent requirements of the job such as family commitments, health etc.

Are you an Australian citizen or a permanent resident of Australia or a New Zealand citizen who entered Australia on a current New Zealand passport? ..... Yes/No

If not, do you hold a valid visa with work entitlements? ..... Yes/No

When considering your application the College may request evidence of your entitlement to work in Australia.

SOUTHERN VALES CHRISTIAN COLLEGE HAS TWO CAMPUSES – MORPHETT VALE AND ALDINGA –

DO YOU WISH TO BE CONSIDERED FOR BOTH CAMPUSES? YES / NO (PLEASE CIRCLE)

IF NO, PLEASE INDICATE YOUR PREFERENCE: ALDINGA / MORPHETT VALE

PLEASE LIST YEAR LEVELS PREFERRED .....

WHICH DAYS ARE YOU AVAILABLE? .....

PLEASE LIST SUBJECTS SPECIALTY FOR SECONDARY TEACHING (IF APPLICABLE):

PLEASE NOTE: Copies of the following must be provided with your application. If they are not received, your application will not be processed.

Enclosed? [x]

- 1. Teacher Registration Certificate (TRB South Australia) [ ]
2. Working With Children Check (South Australia) [ ]
3. First Aid Certificate [ ]
4. Mandatory Notification [ ]
5. Transcripts of relevant qualifications [ ]
6. Current CV which includes Qualifications and teaching/work history [ ]



**BRIEFLY DETAIL ANY ADDITIONAL RELEVANT INFORMATION:**

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**WHAT IS YOUR UNDERSTANDING OF CHRISTIAN EDUCATION?**

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**BRIEFLY DETAIL YOUR CHRISTIAN EXPERIENCE**

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**WHAT CHURCH DO YOU ATTEND? .....**

**WHAT IS THE NAME OF YOUR PASTOR/MINISTER? .....**

(PLEASE NOTE: We may contact your Pastor/Minister for a reference – we would seek your permission before doing so.)

*PRIVACY: please be assured that this information will only be given to those responsible for overseeing temporary relief teaching in our college.*

**SIGNED .....** **DATE .....**

**When completed, please return this form with the enclosures listed on page 1 to:**  
Southern Vales Christian College, Attn: Human Resources Officer  
PO Box 70, Morphett Vale SA 5162 OR email: [admin@svcc.sa.edu.au](mailto:admin@svcc.sa.edu.au)



## Job Applications: Collection Notice

This Collection Notice:

- is a legal statement explaining how we may collect, use, communicate, disclose, and make use of personal information from you including sensitive information made available in applying for work at Southern Vales Christian College (“the College/SVCC”);
- regulates the collection of personal information in accordance with the Australian Privacy Principles (APPs) together and consistent with SVCC’s Privacy Policy.

The College’s Privacy Policy is available on this Website under “Policies”.

By applying to the College, you agree to the collection and use of information in accordance with this Collection Notice.

### Purpose of Collection

In relation to personal information of job applicants and contractors/suppliers, the College’s primary purpose of collection is to assess and (if successful) to engage the applicant or contractor/supplier, as the case may be.

### What we Collect

The College will collect the personal information you provide us when applying for a job, including but not limited to the information and forms contained in your resume and application. Information may also be collected from third parties such as: your referees and previous employers for professional/character checks; government agencies for screening checks including working with children checks, criminal history checks and teacher registration details. By applying for work at the College you consent to this information being collected.

The College may also prepare confidential reports and notes in relation to your application. This information may be kept by the College in circumstances where you have been unsuccessful in the event that another suitable position becomes available.

### Use of Information

The information supplied by you may be used in the following manner:

#### *Advisory and Other Purposes*

The College may, from time to time, disclose Personally Identifiable Information to others for advisory, administrative, child protection, legal or educational purposes. Such disclosures will only be in relation to the primary purpose of collection, or for secondary purposes, related to the primary purpose, and which the individual would reasonably expect. If the College does not receive the information referred to above, it may not be able to assess and (if successful) engage the applicant or contractor/supplier, as the case may be.

#### *Legally Required Releases of Information*

We may be legally required to disclose your Personally Identifiable Information. Such disclosure may be (a) required by subpoena, law, or other legal process; (b) necessary to assist law enforcement officials or government enforcement agencies; (c) necessary to investigate violations of or otherwise enforce our legal obligations; (d) necessary to protect us from legal action or claims from third parties including you; and/or (e) necessary to protect the legal rights, personal/real property, or personal safety of the College, our users, employees, and affiliates.

#### *Third Party use of Information*

The College may use contractors to assist in its functions and in doing so may be required to disclose relevant personal information to these contractors to enable them to meet their obligations. The College will take reasonable precautions to ensure that those third parties comply with the Australian Privacy Principles.

### Cloud Storage and Security

The College may store Non-Personal Information and Personally Identifiable information in the ‘cloud’ which may mean that it resides on servers which are situated outside of the College. We may use these ‘cloud’ service providers to provide services that involve the use of personal information, such as services relating to email, instant messaging and education applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. Further information about the College’s disclosure of personal information to overseas providers is contained in the SVCC Privacy policy.

The security of your data is important to the College. The College utilises practical protection measures to safeguard against the loss, abuse, and modification of the individual data under our control. Your data is kept in a secured database.

### Access and Correction of Information



SVCC's Privacy Policy contains information about how you may access and/or seek correction of your Personal Information held by the College, if any.

### [Complaints](#)

SVCC's Privacy Policy contains information about how you may complain about a breach of the Australian Privacy Principles, and how the complaint/data breaches will be dealt with.

### [Privacy Policy Updates](#)

This Collection Notice may be revised or updated at the College's discretion from time to time.