

FINANCE OFFICER

All Candidates must provide the following to the Church Administrator by email:
applications@riverlifechurch.org.au Attention: Finance Officer Application

A) Completed Staff Application Form (attached)

B) Demonstration of competency (see below)

- A written response to the following selection criteria is required upon application

Demonstration of Competencies **Selection Criteria**

Please respond briefly to each of the areas below.

1. Knowledge and Expression of Faith

- 1.1 Personal Testimony of receiving Jesus Christ as saviour

2. Experience

- 2.1 Demonstrated experience in comprehensive bookkeeping in Xero
- 2.2 Demonstrated experience in payroll administration
- 2.3 Demonstrated experience in collaboratively working in a team setting

STAFF APPLICATION FORM *(Confidential)*

Ph: +61 7 3378 3595

E: applications@riverlifechurch.org.au www.riverlifechurch.org.au

PLEASE TYPE OR PRINT, ANSWERING ALL QUESTIONS

Mr Mrs Miss Ms _____
Surname *Christian Name* *2nd Initial*

Address: _____
Number/Street

_____ *Town/Suburb* *State* *Postcode*

Date of Birth _____ Telephone _____

Mobile _____ Email _____

Australian Citizen? Yes No If no, where is your citizenship? _____

What type of visa do you have? _____

CHURCH BACKGROUND

1. Name of church of which you are a member _____

2. Denomination (full name) _____

3. How long have you been a member of this particular church? _____

4. Pastor's name _____ Telephone _____

Address _____ City _____ Postcode _____

5. Name of church you are attending *(if different from that of membership)* _____

6. Name of denomination in which you were raised _____

REFERENCES

Applicants must provide the names and contact details of at least three referees. If any of the following categories do not apply, please substitute an additional name (do not use relatives or friends).

1. **Pastor**
 Name _____ Length of Acquaintance _____

Address _____

In what capacity have you known this reference? _____

2. **A Pastoral Staff Member of your previous or current church**
 Name _____ Length of Acquaintance _____

Address _____

In what capacity have you known the reference? _____

3. Please give the names and addresses of two other referees eg business or ministry associates or employers (do not include relatives).

Name _____ Length of Acquaintance _____

Address _____

In what capacity have you known this reference? _____

Name _____ Length of Acquaintance _____

Address _____

In what capacity have you known this reference? _____

EDUCATION

List all education, such as high school, university, Bible Institute, seminary, technical college.

	School	City	Date	Course of Study	Date of Graduation	Type of Degree/Diploma
1						
2						
3						

Please list any other training, seminars or courses you have taken relevant to position applied for.

EMPLOYMENT HISTORY

(Begin with the most recent. Use a separate sheet of paper if necessary.)

1. Employer _____ Dates employed form/to _____

Address _____

Your work _____ Why you left _____

If employed now, may we send a reference to your present employer? Yes No

To whom should the reference form be addressed? _____

2. Employer _____ Dates employed form/to _____

Address _____

Your work _____ Why you left _____

3. Employer _____ Dates employed form/to _____

Address _____

Your work _____ Why you left _____

If there is any other information, personal or otherwise, which you believe you should truthfully disclose, please detail on a separate document and enclose as an attachment.

STATEMENT

PLEASE REVIEW YOUR ANSWERS CAREFULLY BEFORE SIGNING THE STATEMENT BELOW.

By my signature placed below, I affirm that the information provided in this application is true and complete. I authorise the investigation of all statements contained in this application.

I also authorise Riverlife Baptist Church to contact my present employer (unless otherwise noted in this application form), past employers and listed references and other references that might know of my qualification for employment.

I understand that this application does not create a contract of employment and that if hired, my employment will be probationary for the stipulated 6-month probationary period, after which, if satisfactory, will be for an unspecified period of time and can be terminated at any time.

I understand that prior to an offer of employment being made by Riverlife Baptist Church for the position applied for, I authorise Riverlife Baptist Church to conduct an official police check if deemed necessary.

I understand that the information on this application is used solely for the purpose of recruitment. If unsuccessful, this form and any accompanying information will be either returned to me upon request, or securely filed for a period of not more than six months, after which it will be destroyed.

Signature of Applicant: _____

Date: _____