

ST MICHAEL'S COLLEGIATE APPLICANT REQUIREMENTS

Conditions of Employment

The successful applicant will be subject to a Working With Vulnerable Persons Check and Criminal History Records Check where applicable.

Our organisation undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference checks, qualification checks and professional registration checks.

It is conditional of employment that the successful applicant:

- Maintain current Working With Vulnerable Persons check (RWVP)
- Gain a satisfactory National Police clearance
- Be authorised to work in Australia

Eligibility

Check the essential criteria to ensure that you are eligible to apply for this position. Where no specific selection criteria are provided, please ensure you make reference on the aspects of the job as detailed in the advertisement or position description.

Enquiries

Further information can be obtained from the Position Description or by contacting the HR Coordinator, Mrs Anouk Harding on telephone +61 3 6211 4994 or hr@collegiate.tas.edu.au

Closing date

All positions close by 5:00pm on the date of closing. Please check the closing date to ensure you do not miss the deadline. Late applications will not be accepted.

The Application

Your application should contain the following documentation:

1. Application for Employment Form (Academic / Business Services Staff)

- Personal details
- A summary of the work you have done starting with the most recent. Include details of key tasks with particular reference to the position you are applying for
- Your education and training, as well as those you may be currently undertaking
- External activities that may be relevant to the position
- Personal interests / outside activities
- Professional referees
- Teachers registration (if applicable)

2. Cover letter

The covering letter is an introduction to your application. State the name of the position and when you would be available for an interview.

3. Resume (Curriculum Vitae)

4. Address the criteria

This includes the education, knowledge, skills and abilities to do the job.

Draw on experience you have had, and how this relates to your skills and abilities.

Include information on any relevant qualifications you may have obtained. If no criterion is stated, please refer to points specified in the advertisement.

5. Teaching philosophy (if applicable)

Your statement should reflect your personal values and the needs of your students and department. What are your objectives as a teacher, how you propose to achieve them and how you will measure your effectiveness?

Submission

Email applications are preferred, addressed to hr@collegiate.tas.edu.au. Written applications are to be on A4 pages stapled in the top left hand corner. Applications unless specifically stated should be addressed to:

Human Resources Coordinator
St Michael's Collegiate School
PO Box 215
SANDY BAY TAS 7006