



EMPLOYMENT APPLICATION PROCESS

Step 1: Position Description and Selection Criteria

Download a copy of the Position Description and any corresponding Selection Criteria from the school website.

Step 2: Addressing the Selection Criteria

In your covering letter, you should address each selection criteria individually. This should include examples outlining your suitability for the role, level of achievement/skill or philosophy as it relates to the criterion and then specific examples of when and how you have developed/used the particular skill or gained the specific area experience.

Step 3: Attach your resume including:

1. A cover letter (1 to 1.5 pages) addressing the selection criteria by providing/describing examples of actual work that has been done, or actual participation in the relevant activity.
2. A full resume, including:
 - a. Your details – title and full name.
 - b. Postal address, email address, telephone number(s) for both during and after work hours.
 - c. Your educational qualifications relevant to the duties and selection criteria for the position (title of qualification, subjects/majors studied, institution, proportion of qualification completed).
 - d. Your relevant recent work history (most recent jobs should be listed first), including names and addresses of employers, positions held, length of time in each position, major duties, responsibilities and achievements.
 - e. Membership of relevant professional associations and clubs (if applicable).
 - f. Relevant co-curricular activities and achievements (e.g. relevant voluntary or community work).
3. The names, address and telephone numbers of two (2) recent professional referees who should be in a position to comment about performance in relation to the above criteria. (Please note: in the case of those applicants short listed for interview, the School may contact your current employer following the interview).
4. Relevant Academic Transcripts/Records. (Please note: this is not your Graduating Certificate).
5. A copy of your Queensland College of Teachers registration or for non-teaching positions, your current Blue Card.

Step 4: Submitting your application

Please ensure that your application is submitted by the closing date and time provided in the advertisement for the position. Late applications may not be accepted.

Applicants will receive an email acknowledging receipt of the application.

The short-listing process will generally take from 1 to 2 weeks to complete. The time needed to complete each process will vary according to the number of applications received and the availability of the panel members.

The Interview

For applicants who will be invited to proceed to interview, the school will contact you via telephone or email to arrange a suitable time for the interview to take place. Please feel free to ask any questions that you may have at that time regarding the composition of the interview panel.

Unsuccessful Applicants

Applicants who have not been short-listed will be advised in writing as soon as possible after the short-listing/interview process has been finalised.

We appreciate your interest in All Souls St Gabriels School, and wish you the very best in the selection process.