EMPLOYMENT APPLICATION PROCESSSES

How to apply

Step 1
- Access the relevant Position Description via our Join Our Team page (www.saac.qld.edu.au/jobs).

Step 2
- Prepare your application including a cover letter, your contact details, CV and at least three (3) professional referees.

Step 3
- Address selection criteria (if required). A maximum of 6 - 8 pages for the entire application submission would be appreciated.

Step 4
- Upload your documents under the relevant position on our Join Our Team page (www.saac.qld.edu.au/jobs).

Step 1

Access the Position Description provided under the position of interest on the Join Our Team page (www.saac.qld.edu.au/jobs).

Step 2

Prepare your Application which should include:

1) A covering letter that includes your education philosophy and indicates why you consider yourself eligible to apply for this position and why it interests you (no more than 500 words).
2) Curriculum Vitae of no more than 3-4 pages containing:
   o Your contact details – title, full name
   o Postal address, email address, contact telephone numbers
   o Your educational qualifications relevant to the duties and selection criteria for the position
   o Relevant work and education history in chronological order, starting with the most recent details. This should include subjects taught (if applicable)
   o Professional Memberships
   o Membership of relevant professional associations and clubs (if applicable)
   o Extra-curricular activities and achievements (only if they are relevant to the selection criteria)
   o Any professional development completed within the last three years
   o Contact details for at least three professional referees who can comment on your suitability for the position, preferably including your current or most recent supervisor.
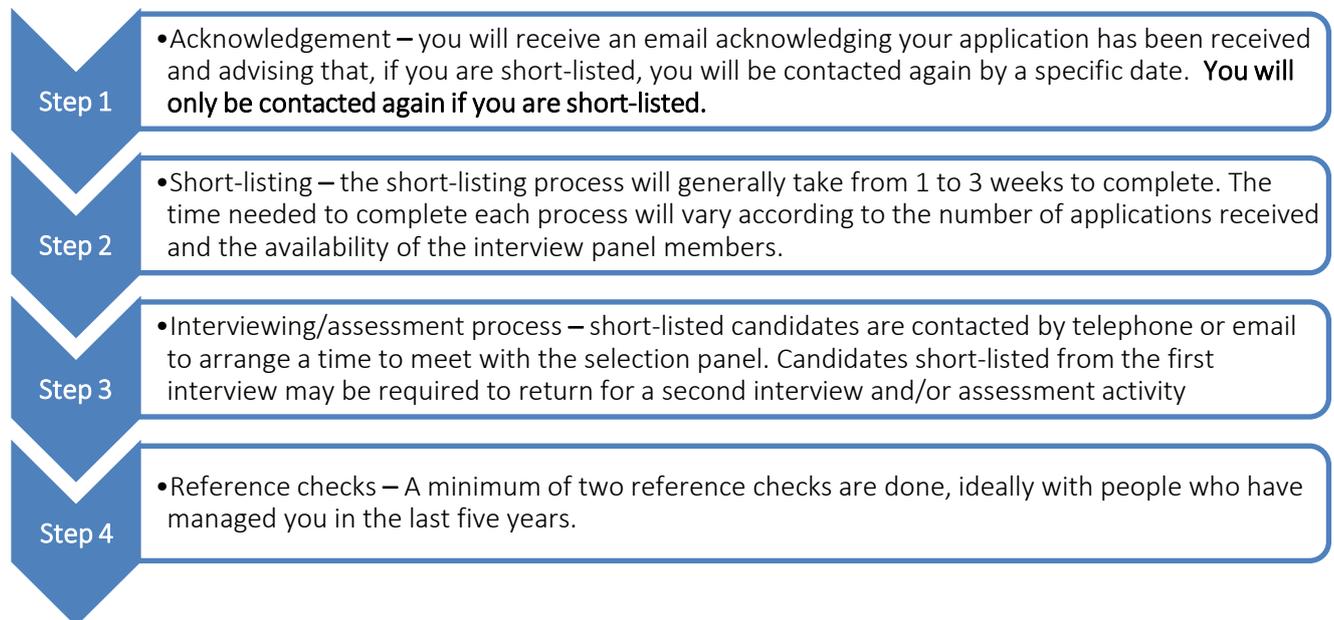
Step 3

Selection Criteria Responses (where required) – do not address the selection criteria (i.e. the Position Descriptions) as separate items; instead, provide an account of your experiences and achievements under each position held (preferably in point form) – i.e. a normal "business CV".
A maximum of 6-8 pages would be appreciated.

Step 4

Upload your documents under the position advertised on the Join our Team page on the College website (www.saac.qld.edu.au/jobs). Please ensure that your application is submitted by the cut off time and date for the position advertised. **Late applications may not be accepted.**

How your application is processed

Step 1
- Acknowledgement – you will receive an email acknowledging your application has been received and advising that, if you are short-listed, you will be contacted again by a specific date. **You will only be contacted again if you are short-listed.**

Step 2
- Short-listing – the short-listing process will generally take from 1 to 3 weeks to complete. The time needed to complete each process will vary according to the number of applications received and the availability of the interview panel members.

Step 3
- Interviewing/assessment process – short-listed candidates are contacted by telephone or email to arrange a time to meet with the selection panel. Candidates short-listed from the first interview may be required to return for a second interview and/or assessment activity

Step 4
- Reference checks – A minimum of two reference checks are done, ideally with people who have managed you in the last five years.

All prospective candidates over the age of 18, will be required to undergo an Anglican Church National Professional Standards check prior to a final decision on his/her suitability for the position.

St Andrew's Anglican College appreciates the time and effort all candidates put into their applications. Whilst we understand it is disappointing when an application is not successful, it is the College's policy not to provide individual candidate feedback.

St Andrew's Anglican College is an equal opportunities employer.

It is a condition of employment that applicants applying for positions other than teaching, must possess or be eligible for a positive notice blue card for child related employment. Teaching applicants must have current Queensland College of Teachers registration.