



EMPLOYMENT APPLICATION PROCESS

Step 1

Access the Position Description provided under the position of interest.

Step 2

Complete the Employment Application Form.

Step 3

Prepare your Application which should include:

- 1) A covering letter which 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 pages containing
 - Your contact details – title, full name
 - Postal address, email address, contact telephone numbers
 - Your educational qualifications relevant to the duties and selection criteria for the position
 - Relevant work and education history in chronological order, starting with the most recent details. This should include subjects taught (if applicable)
 - Membership of relevant professional associations and clubs (if applicable)
 - Extra-curricular activities and achievements (only if they are relevant to the selection criteria)
 - 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.
- 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

Email your application as an attachment (a single, combined PDF document) to the Human Resources Manager at recruitment@saac.qld.edu.au

Alternatively you may post or fax your application to:

Human Resources Manager
St Andrew's Anglican College
40 Peregian Springs Drive
PEREGIAN SPRINGS QLD 4573
Fax: 07 54715500



Please ensure that your application reaches the Human Resources Manager by the cut off time and date for the position advertised. **Late applications may not be accepted.**

How your application is processed:

- 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.**
- 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.
- 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.
- 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 will be required to approve an Anglican Church National Professional Standards Register 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 opportunity employer.

It is a condition of employment that non-teaching applicants 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.