



Catholic Education Diocese of Cairns

Learning with Faith and Vision

Insert Logo If Applicable

Location

Position

Employment Type

Hours Per Week

Commencement Date/ Contract Dates

Applications Close: Wednesday 15 July 2015

Applications are invited from suitably qualified and experienced candidates for this position.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education
- Be fully committed to creating and maintaining a child safe organisation
- Be registered or be eligible to register with Queensland College of Teachers

Catholic Education Services is an equal opportunity employer.



1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

4. Selection Criteria (Maximum 2 Pages)

Address selection criteria as outlined in the position description.

5. Supporting Documentation

Provide supporting documentation which include:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
 - Working with Children Blue Card
 - Queensland College of Teachers
 - Professional Membership

QUICK TIP

Current employees are not required to provide supporting documentation.

QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

6. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Selection Criteria
- Supporting Documentation

Submit To: Miss Manpreet Sendhar
Human Resources Officer
Catholic Education Services
PO Box 5296
Cairns QLD 4870
Ph: (07) 4050 9711
Fax: (07) 4031 6134
Email: msendhar@cns.catholic.edu.au

Enquiries To: Hannah Chapman
Coordinator Counsellors
Ph: 4050 9787

You will receive confirmation of receipt of your application.