



**Catholic  
Education**  
Diocese of Cairns

*Learning with Faith and Vision*

**Hours Per Week**  
**26 January 2018 to 17 January 2020**

**Applications Close: 10pm, Friday 18 January 2018**

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. 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.

## 5. Submit Application

Submit your application comprising of:

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

### QUICK TIP

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

**Submit To:** College Principal  
MacKillop Catholic College  
Ph: (07) 4045 5262  
Email: [hr.mountpeter@cns.catholic.edu.au](mailto:hr.mountpeter@cns.catholic.edu.au)

You will receive confirmation of receipt of your application.