



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

QWPSORHV
DQRWTEGWR
SBYLGHSSRW LQ
GRFHQWDWLRQ

5. Submit Application

Submit your application comprising of:

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

QUICK TIP

RWRQLGSDFH
SSOLFQWLRQ
IROGHPLW
RQDOBSLHVRI
GRFHQWDWLRQ

Submit To: Mr Ian Margetts
The Principal - Mount St Bernard College, Herberton
Ph: (07) 4096 1444
Fax: (07) 4096 2509
Email: imargetts@cns.catholic.edu.au