

GUIDE TO APPLYING FOR A POSITION



WELCOME

Thank you for your interest in applying for a leadership position in Catholic Education, Diocese of Wagga Wagga (CEDWW).

The information that follows will support you in the preparation of your application.

We look forward to hearing from you.

APPLICATION PROCESS

1. Download and then complete the [Application for a Leadership Position](#) and save as a PDF.
2. Provide a letter of application which includes a response to the following:

'From your leadership experience, describe how the key capabilities listed in the [Position Description](#) for this role i.e. strategic thinking in action, interpersonal effectiveness, performance excellence and the personal attributes (resilience, courage, integrity and self-management) have been evidenced in your work across the area of responsibility of Leading Catholic Identity and Mission and the five Professional Practices of the Australian Professional Standard for Principals at Leading Others Level'.

Support Document: [CEDWW Workforce Capability Framework](#)

(The response is not to exceed 6 pages).

3. Include your current resume (not to exceed 2 pages)
4. Email your letter of application, the Application for a School Leadership Position Form and certified copies of academic transcripts to recruitment@ww.catholic.edu.au.

Any enquiries relating to the position please direct to Mrs. Sue Delaney (Human Resource Services Leader) on 0428 683661 or via: delaneys@ww.catholic.edu.au

OTHER RELEVANT INFORMATION

Interview

Should you progress to interview, you will be contacted regarding the time, date and details of the interview. You will be given at least three (3) full working days' notice and will be advised of any additional requirements.

Travel costs to attend an interview will be negotiated where necessary.

Referees

Referee reports form an important part of the selection process and you are required to provide the details of three referees (including your Parish Priest) with your application. Please ensure you notify your referees that they have been nominated and will be contacted to provide a reference on your behalf.

Working With Children Check

You must have a valid [Working with Children Check](#) (WWCC).

National Criminal History Check

If you are the successful applicant, you will be required to give consent for CEDWW to undertake a National Criminal History Check on your behalf to determine your suitability for employment.

Please note it is an offence under the Child Protection (Working with Children) Act 2012 for a prohibited person convicted of a serious sex offence to apply for advertised positions. Relevant Criminal History, Apprehended Violence Orders and Prior Employment Checks, including relevant Disciplinary Proceedings, will be conducted on recommended applicants. The purpose of this check is to exclude or deter people who are clearly unsuited to working with children. Please be assured it is not intended to discourage people who are capable of making a worthwhile contribution, but rather, to provide information and understanding to prospective applicants who may perceive the checking process as intrusive or intimidating.