

## **GUIDELINES FOR APPLICANTS**

### **SCHOOL PRINCIPAL POSITIONS**

Information provided in this guide and on the application form itself will assist you to work through and complete your application.

#### **Step 1: Eligibility**

Before completing the Application documentation please ensure that you are able to satisfy the Essential Criteria for the position.

#### **Step 2: Complete the “Application for Principal Position Form”**

The *Application for Principal Position* form must be completed in full.

#### **Step 3: Write an application letter and include your curriculum vitae**

Applicants are required to include a brief letter of application to the Director of Catholic Education, Mr Greg O'Mullane. You should also include a current curriculum vitae with your application.

#### **Step 4: Applicant's Reflection and Response to the Selection Criteria**

Applicants should write a reflection expanding on your educational experiences, philosophies and qualities. You should address the Position Document and in particular the Selection Criteria. Please attach the Cover Sheet to your reflection.

#### **Step 5: Notify Referees**

Seek approval from your referees to include their details on the *Application for Principal Position* form. Forward documents to your written referees with reply paid envelope.

#### **Step 6: Submit Your Application**

Applications including all supporting documentation must be submitted by email to: [Sneha.Chavan@nt.catholic.edu.au](mailto:Sneha.Chavan@nt.catholic.edu.au) by close of business on **3 Nov 2019**.

## Completing the Application for Principal Position

### General

- Before completing the Application documentation please ensure that you are able to satisfy the requirements of the position as outlined in the Selection Criteria.
- It is important that you complete the Application Form correctly.
- In listing details, always commence with the most recent and work backwards.
- Where you are required to provide dates, indicate month and year, e.g. 02/13 – 07/14.
- Ensure you include the titles of all leadership positions for which you wish to be considered.

### Section 1 – Personal Information

- Surname: This should be your legal name for all official records. Any change from the birth name should be accompanied by the relevant documentary evidence (such as marriage certificate, deed poll, court order, change of name certificate etc).
- Given Name/s: State all given names in full.
- Street Address: It is important that you give an address that is a reliable place where information can be sent to you.
- Postal Address: It is only necessary to complete this if it differs from the street address.
- Email: Most communication with you will be conducted electronically.
- Phone Numbers: Where possible, one of these phone numbers should enable staff to contact you during working hours. You may need to be contacted at short notice, for example, to arrange an interview and difficulties in contacting you could prove disadvantageous.
- ATSI Identification: Catholic Education NT is committed to attracting, recruiting and retaining a diverse workforce that is reflective of the community it serves. Completion of this question is voluntary.
- Criminal History: All applicants for school based positions are required to disclose information regarding criminal convictions for certain offences. Disclosure is required whether the offences were committed in or outside of the Northern Territory. Details of criminal convictions should be submitted as a separate document and noted as 'Confidential' in the document title. Checks on criminal convictions of appointees may be conducted to verify the information provided. All positions in Catholic Education NT are subject to a satisfactory National Police Check and current Working With Children 'Ochre Card'.
- Disciplinary History: This information is required to enable the selection panel to make an informed decision as to your suitability for a position. Details should be submitted as a separate document and noted as 'Confidential' in the document title.

## Section 2 – Educational Details

- **Qualifications:** Provide the details of the course which qualified you to become a teacher. Provide details of any other completed qualifications and any studies in progress.
- **Teacher Registration Details:** Please give details of registration body and your registration number. All applicants **MUST** qualify for teacher registration in the Northern Territory.
- **Accreditation Details:** Please indicate whether you hold Accreditation to Teach in a Catholic School or Accreditation to Teach Religious Education in a Catholic School. Include your Accreditation number(s).
- **Professional Associations:** Please give titles in full.
- **Professional Development:** Include recent significant professional learning activities. Do not include staff development days or one day in-services.

## Section 3 – Employment

- **Current Position:** Include details of year levels taught if in a teaching position and position of leadership held. Indicate significant tasks within your role description.
- **Previous Employment:** This section of the form is important for applicants with prior teaching service as award classification and salary levels may be determined by these details. Timelines apply in relation to the submission and assessment of appropriate statement/s of service. It is an applicant's responsibility to provide the necessary information. This section also informs the selection panel of your experience in education.

## Section 4 – Referees

- Those nominated will be contacted where needed by members of the interview panel, possibly before and/or after short listing. The people you nominate should be able to provide detailed comments on your ability in relation to the selection criteria.
- Verbal Referees – Those nominated will be contacted where needed by members of the interview panel, possibly before and/or after short listing. Please note that the Diocese reserves the right to approach referees other than those nominated.
- Written Referees – The Application Package contains documentation for each of these nominated people and it is your responsibility to forward this to them as soon as possible. You will note that these references are in a structured format to ensure consistency across all applicants. You are asked to supply their names and contact details on the application form to enable us to follow up any late replies. One of your written referees must be your Parish Priest.
- It should be noted that the Diocesan Catholic Education Office reserves the right to consult previous employers, and any other known past professional associates of applicants as part of its selection process. If you believe that this is likely to cause any difficulty, you are encouraged to bring this concern to the attention of the Director when submitting your application.

- Please ensure that you have approached the people you nominate, that they are willing to act as your referees, and that they are readily contactable on the phone numbers given. If any of the referees are a member of the interview panel, applicants will be asked to nominate another referee.

### **Section 5 – Declaration**

- Please ensure that you read this section carefully and fully understand the contents prior to signing the declaration.
- Ensure that you have read and understood *Principles of Employment in NT Catholic Schools* and *Sharers of the Vision* prior to signing.

### **Other Documentation**

You should also include:

- A current curriculum vitae
- Application letter
- Applicant's Reflection and response to selection criteria.

### **Additional Information**

Please contact the Catholic Education Office on (08) 8984 1400 or email [Sneha.Chavan@nt.catholic.edu.au](mailto:Sneha.Chavan@nt.catholic.edu.au)