

Dear Applicant

PRINCIPAL POSITION

Thank you for your expression of interest in the **Principal** position at **Holy Spirit Catholic Primary School, Wanguri** in the Diocese of Darwin, Northern Territory.

Please note the following documentation which constitutes the application package:

- Position Description for the Principal of a Catholic School
- Guidelines for Applicants: Schools Principal Positions
- "Application Principal Position" form
- Principles of Employment in NT Catholic Schools
- Employment Collection Notice
- Principal Position Selection Procedure Confidential Referee Assessment
- Applicant's Reflection and response to Selection Criteria
- Conditions of Employment: Principals of Schools.

I would like to draw your attention to the following:

- The Guidelines for Applicants should be carefully read and followed accordingly
- 'Principles of Employment in NT Catholic Schools' form part of your conditions of employment

Principals of Employment in NT Catholic Schools:

https://os-data-2.s3-ap-southeast-2.amazonaws.com/ceont/bundle2/principles_of_employment_in_nt_catholic_schools.pdf

- **Applications will ONLY be accepted by email at**
Sneha.Chavan@nt.catholic.edu.au

- Please ensure you make three copies of the reference letter and pro forma, and send one to each of your selected written referees with a stamped envelope addressed to the Director of Catholic Education, Catholic Education Office, PO Box 219, Berrimah, NT 0828.
- Your application will be acknowledged as soon as it is received.
- You will be informed of the progress of your application after short listing.
- If you are short listed you may be invited to an interview to be conducted in Darwin.
- Short listed applicants who are not able to attend an interview in person may be offered a videoconference interview.
- All appointments will be made by the Director of Catholic Education, upon approval of the Bishop of Darwin.
- Applications will be destroyed after all positions have been filled. If you would like your application to be held on file in the event of further positions becoming available, please indicate this in your application letter.
- Reports from your referees will also be destroyed. If you are intending to apply for several positions and would like these reports retained for other applications, you must make this clear at the time of your first application.

Yours sincerely

Greg O'Mullane
Director of Catholic
Education Diocese of Darwin

Date: 7 October 2019