

STAFF RECRUITMENT PROCESS

All appointments at Child Side School are to be made by the Selection Panel consisting of the Senior Educator, School Administrator and Chair of the Governing Council (or another member of the GC if the Chairperson is unable to be present) in accordance with the following procedures.

Selection Guidelines:

1. Unless no suitable applicant is available in the school, all positions should be advertised via the school website, through external networks and possibly through newspapers.
2. Each applicant is to be given a written description of the role and responsibilities associated with the position as well as the conditions of the appointment and an application form to form the basis of a curriculum vitae.
3. Each applicant is required to submit a curriculum vitae/resume and include in this document certified copies of all relevant qualifications, TRB Registration (if Educator position), Working With Children Check Card, Australian Birth Certificate or an overseas Birth Certificate with the passport or visa details attached or evidence of Australian Citizenship and other relevant documentation. Current contact details of at least three referees are also required.
4. The Selection Panel reviews all the applications with regard to their suitability for the position being sought, the quality of their application and the strength of their argument to be included for an interview and creates an interview short-list.
5. The Selection Panel meets with each applicant from the short-list and the position selection criteria form the basis upon which questions are asked during interviews. The selection of an applicant is based on assessment of the relative merit of the applicant. The extent to which each applicant has the following elements is usually taken into account:
 - Aptitude
 - Skills
 - Abilities
 - Qualifications
 - Knowledge
 - Experience
 - Personal qualities
 - Performance in previous duties
 - Potential for Development



APPLICATION FORM

This form must accompany your application: see the back page for other information about your application.

Position being applied for: _____

FTE (eg. 0.8): _____

How did you learn about this position?

PERSONAL DETAILS

Preferred title (Mr/Mrs/Miss/Ms/Dr) _____ Gender: _____

Surname: _____

First Names: _____

CONTACT DETAILS

Residential Address: _____

Postal Address: _____

Home telephone: _____

Mobile: _____

Email: _____

EDUCATION HISTORY

Last secondary school attended: _____

First post-secondary qualification completed: _____

Institution: _____ Year of completion: _____

Second post-secondary qualification completed: _____

Institution: _____ Year of completion: _____

Unfinished qualifications in which you are currently enrolled: _____

Institution: _____ Year of completion: _____

PROFESSIONAL EXPERIENCE

Please list in order from the most recent/current employer.

- 1. Dates Employed:

Position held: _____

Full-time/Part-time: _____

Employer: _____

Skills/Experience:

Achievements: _____

- 2. Dates Employed:

Position held: _____

Full-time/Part-time: _____

Employer: _____

Skills/Experience:

Achievements: _____

- 3. Dates Employed:

Position held: _____

Full-time/Part-time: _____

Employer: _____

Skills/Experience:

Achievements: _____

PERSONAL DETAILS

Hobbies and interests:

GENERAL

What knowledge do you have of the independent school sector? In what ways do you believe yourself to be suited to this sector?

The most significant Professional Development undertaken in the last 4 years.

Do you have a current Driver's Licence? _____

Type: _____

(eg. Bus, motor vehicle)

Do you belong to any Professional Organisations? _____

If 'yes', Please complete the table below:

Name of Organisation	Number of years	Level of Membership

CAREER ASPIRATIONS

What are your career aspirations?

CLEARANCE INFORMATION

Do you have a current Working with Children clearance? _____

If "Yes" provide a certified photocopy of this clearance.

If "No" do you believe there is any reason why you would not be able to fulfil the requirements relative to the clearance? _____

Do you have current TRB membership? _____

If "Yes" provide a certified photocopy of your membership card.

Educators are not able to be appointed without Current TRB membership.

Do you have a National Police Clearance? _____

If "Yes" provide a certified photocopy.

Please add any further information you wish to have taken into account.

Please add the names and contact details of three confidential referees. It is preferable that one referee should be your current employer.

If you are invited to an interview, you will need to bring the originals of either certificates or transcripts showing completion of all qualifications mentioned in the "Educational History" and showing current status of your education.

If you were born outside Australia, you will need to bring original documentation showing that you are now an Australian Citizen, or have a current visa allowing you to work in Australia.