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
Details of the interviews, responses of the candidates and notes made by the panel about suitability of each applicant are to be kept on file for each applicant.

6. Referee checks need to be undertaken, at least, in relation to the preferred applicant or applicants. The Senior Educator (or delegate) has the right to request to speak with the immediate past employer if this person is not listed as a formal referee. All notes taken during referee checks are to be kept on file for each applicant and remain the property of the school.

7. Following the referee checks the Selection Panel then determine the preferred applicants (up to three) and make a recommendation for a second interview or for the appointment.

8. A TRB registration check needs to be carried out on all prospective Educators. If the Educator is not registered with TRB no offer of employment can be made.

9. The successful applicant is notified and a letter of appointment should be produced. The appointment is NOT announced until the signed contract has been received.

10. Once the appointment has been made and a contract has been agreed and signed by BOTH parties, unsuccessful applicants should be notified in writing. There is no legal requirement to answer any questions regarding reasons for non-selection to a position. Curriculum Vitae’s and letters of application may be returned to unsuccessful applicants upon request. ALL NOTES FROM INTERVIEWS, REFEREE CHECKS AND SO FORTH REMAIN THE PROPERTY OF THE SCHOOL.

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<th>VERSION</th>
<th>DATE REVIEWED</th>
<th>DATE RATIFIED</th>
<th>CHANGES MADE</th>
<th>AUTHOR OF CHANGES</th>
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<td>August 2011</td>
<td>26/10/2011</td>
<td></td>
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<td>2</td>
<td>November 2014</td>
<td>10/12/2014</td>
<td>Name changes eg GC, TRB</td>
<td>KM</td>
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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:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Number of years</th>
<th>Level of Membership</th>
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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.