



Infant Jesus School

A LEADing Learning School

Application Information

Thank you for your interest in a position at Infant Jesus School.

The Application

Applicants will be assessed against the skills, abilities, qualities and experience required for a particular role. The information you provide in your application will form the assessment for this decision. The School has an expectation that all staff will play an active role in pastoral care and co-curricular activities.

The Selection Process

1. *Covering Letter*

Your covering letter is the introduction to your application. It should include the name of the position you are applying for and why you believe you would be suitable.

2. *Resume*

You should include the following in your resume:

- Personal details - name, address, contact telephone numbers and email
- A summary of the work you have done, starting with the most recent. Include dates and details of the type of tasks that were required
- Education, training and any relevant professional development
- Any activities you have undertaken outside of work which are relevant to the role
- Memberships of professional organisations
- Names and contact details of at least two referees
- TRBWA registration number and expiry date (if applying for a teaching role)
- Working with Children Check (WWC) number and expiry date



3. The Interview

The interview will be a mix of general and behavioural questions and discussion about your skills, experience and suitability for the role. It is a two-way process giving Infant Jesus School an opportunity to learn about you as well as enabling you to learn about Infant Jesus School and whether you feel it is a place you would like to work.

4. Referees

You are required to provide the names and contact details of three referees (including your Parish Priest). Your referees should be able to describe your work performance. Do not include personal referees. It is a good idea to contact your referees and let them know you are applying for a position at Infant Jesus School

5. Working Requirements

All applicants must be either a permanent resident of Australia or have the appropriate working visa to be employed by Infant Jesus School. Documentary evidence must be provided prior to commencement. In addition, a current Working with Children Check (WWC) and TRBWA registration (for teaching staff) are legislative requirements for working in schools in Australia.

Closing Date

Please make sure your application is received by Infant Jesus School by the advertised closing date, as late applications will not be accepted.

Selection Process

A panel will be established by the Principal to review applications, conduct interviews and make an appointment most suitable to Infant Jesus School. Candidates shortlisted will be contacted by telephone and invited for interview.

Acknowledgement of your Application

Applications will be acknowledged in writing when received. Once the recruitment process is completed, candidates who are not shortlisted for interview will be advised in writing their application has not been successful.

