



Application Process Frequently Asked Questions

Where do you advertise vacancies?

Generally, vacancies are advertised on the job board on our website www.stmargarets.qld.edu.au. In addition, vacancies may be advertised on a range of online job boards and on occasion in *The Courier Mail* and other relevant print media.

What is the application process?

In general, the application process is as detailed below. On occasion this will vary, and this information will be detailed on the employment advertisement.

Please ensure your application reaches us by the closing date and time provided in the advertisement for the position. Late applications may not be accepted.

- **Online Application Form**

You will be asked to complete an online application form. When completing the online application form, you will be required to upload two documents – a cover letter and your resume. It is advisable that you have already written these documents prior to starting the application form. If you have any trouble completing this form online, please email employment@stmargarets.qld.edu.au or call 07 3862 0777.

- **Resume should be a maximum of three (3) pages and include:**

- your contact details – title and full name
- postal address, email address, telephone number(s) for both during and after work hours
- your educational qualifications relevant to the duties and selection criteria for the position (title of qualification, subjects/majors studied, institution, proportion of qualification completed)
- your relevant recent work history (most recent jobs should be listed first), including names and addresses of employers, positions held, length of time in each position, major duties, responsibilities and achievements
- membership of relevant professional associations and clubs (if applicable)
- relevant extra-curricular activities and achievements (e.g. relevant voluntary or community work)
- contact details for at least three referees who can comment on your suitability for the position, preferably including your current or most recent supervisor. These referees need to have supervised you at work within the past five years and not be related to you. It is also important you advise your referees you have listed them.

- **Covering Letter**

- The covering letter is an introduction of your application
- State the position, why you consider yourself eligible for it and why it interests you

Do I need to write to selection criteria?

Unless specified otherwise, candidates are not required to submit a document addressing the selection criteria. The selection criteria will be considered at each stage of the recruitment process.

What supporting documents do I need to provide?

If you are invited to an interview you will be required to bring the following certified documents:

- Qualifications
- Academic transcript
- QCT registration (teaching)
- Statement of service (teaching)

How will my application be processed?

- **Acknowledgement:** You will receive an email acknowledging your application.
- **Short-listing:** The short-listing process will generally take from 1-3 weeks to complete. The time needed to complete each process will vary according to the number of applications received and the availability of the selection panel members.
- **Selection process:** Short-listed candidates are contacted to arrange a time to meet with the selection panel for an interview. At this time, you will be notified what recruitment methods will be used. Candidates short-listed from the first interview may be required to come back for a second interview and/or further recruitment activities.

As part of the interview process for teaching staff, short-listed candidates will be asked to demonstrate their teaching. This can be achieved by a St Margaret's Leadership Team member observing the teacher in their current school context or by the applicant being a 'guest teacher' at St Margaret's Anglican Girls School.

- **Reference checks:** A minimum of two reference checks are done. Ideally, these reference checks need to be done with people who have managed you in the past five years.

The selection panel will discuss your application with your nominated referees. The school also reserves the right to consult with other persons who may have knowledge of your experience. This is at the Principal's discretion.

- **Pre-employment compliance checks:** St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and successful candidates must comply with school policies and relevant legislation relating to student protection.

To be considered for an academic position at St Margaret's Anglican Girls School, applicants must be currently registered or be eligible for Teacher Registration with Queensland College of Teachers.

It is a condition of employment that applicants other than registered teachers must possess or be eligible to possess a positive notice blue card for child-related employment in accordance with the Working with Children (Risk Management and Screening) Act 2000 and school policies.

It is a requirement that all suitable candidates' details are checked with the Anglican Church's National Professional Standards Register. The candidate's date of birth is required to complete this check. By completing the application form, the candidate is authorising this check to be completed.

International candidates will provide the panel with relevant Visa documentation supporting their right to live and work in Australia. This information will be verified with the Department of Immigration, generally through their VEVO system.

To satisfy the school's commitment to recruiting the highest quality employees, who are considered suitable to work in child-related employment, the Principal may request further pre-employment background checks, including but not limited to:

- National Police Check (NPC)
- Traffic Check
- Employment Verification Check
- Social Media Check
- Workers Compensation Check
- Tertiary/Trade Qualifications Check
- Professional Memberships Check
- Professional Qualifications Check
- Bankruptcy Check
- Business Interests Check
- Financial Regulatory Check
- Work Entitlement Check
- Identification Check

Any pre-employment checks requested by the Principal will be done in a manner that is fair, equitable and reasonable. By applying for a role with St Margaret's Anglican Girls School, it is understood the candidate authorises the school to conduct relevant pre-employment checks.

Should your application not progress at any stage of the recruitment process, you will be notified either via email, mail or phone.

What if I have further questions?

If you have further questions, please email us at employment@stmargarets.qld.edu.au