



Should you apply?

Please refer to the website information and job description (when supplied) to assess your suitability for the role. 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.

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.

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

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 Perth College an opportunity to learn about you as well as enabling you to learn about Perth College and whether you feel it is a place you would like to work. Some topics to consider in preparation for the interview are:

- Can you give examples of how your skills, experience and past work situations match the criteria for the job?
- What are some of the highlights of your career and how will these contribute to your work at Perth College?
- Are there any problems you might encounter in the role and what might you do to resolve them?
- What questions would you like to ask the interviewing panel?

Referees.

Your referees should be able to describe your work performance. Please 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 Perth College.

Working requirements.

All applicants must be either a permanent resident of Australia or have the appropriate working visa to be employed by Perth College. 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 Perth College 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. 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.

Perth College is an equal opportunity employer