



Instructions for Applicants

Executive Manager: Industrial Relations / Human Resources

Your application must include:

- (1) Completed Application Form.
- (2) A letter demonstrating the extent to which you meet the criteria and pointing to evidence that you will be able to fulfil the role.
- (3) A current Curriculum Vitae.
- (4) Certified copies of your qualifications (and for experience gained outside Catholic Education in Victoria, certified copies of relevant records of employment).

Please forward a copy of the *Confidential Reference Form* or the *Confidential Reference Check for Parish Priest of Worshipping Parish* to your three nominated referees, one of whom must be the Parish Priest of your worshipping community. Ask them to complete the form and forward it to the address below by the nominated date.

Written references other than those provided by the three referees are not required. If you choose to include additional written references they must be less than eighteen months old.

Please return the completed Application Form, together with your Letter of Application and a copy of your Curriculum Vitae by close of business **Friday 15 September 2017**.

Applications should be marked to the attention of Mrs Bernie Myers, Executive Assistant to the Director and addressed to:

**Ms Maria Kirkwood
Director of Catholic Education
Catholic Education Office
PO Box 322
WARRAGUL VIC 3820**

or

Email: director@ceosale.catholic.edu.au