



## PRINCIPAL

# St Mary's Primary School, Yarram Instructions for Applicants

### 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) Certified copies of your qualifications (and for experience gained outside Catholic Education in Victoria, certified copies of relevant records of employment).

Certification may be by the Principal of a Catholic school or by persons defined in the Evidence Act 1958 (Vic) s107A.

Please forward a copy of the Confidential Reference Form to each of your three nominated referees, one of whom must be the Parish Priest of your worshipping community, and 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.

Applications should be marked to the attention of Ms Teresa Brady. Please return the completed Application Form, together with your Letter of Application and a copy of your Curriculum Vitae by 4.00 pm on **Wednesday 11 October 2017** to:

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