



# CATHOLIC EDUCATION OFFICE

## DIOCESE OF SALE

### INSTRUCTIONS FOR APPLICANTS

**Position**     **School Payroll Officer**

#### 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.

Please forward a copy of the Reference Form to each of your nominated referees and ask them to complete the form and forward it to the address below by the nominated date. Three confidential referee assessments are required. 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 22 September 2017**.

Applications should be marked to the attention of Ms Teresa Brady 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](mailto:director@ceosale.catholic.edu.au)