

St Margaret's



Application Process

Frequently asked questions

What should my application include?

The application requirements will be listed for each position we advertise however you may be asked to provide any or all of the following:

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| <ul style="list-style-type: none">• Resume – resumes should be a maximum of 3 pages and include<ul style="list-style-type: none">○ Your contact details - title, 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 (eg 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 last five years and not be related to you. It is also important you advise your referees you have listed them. |
| <ul style="list-style-type: none">• Covering Letter<ul style="list-style-type: none">○ The covering letter is an introduction of your application.○ State the position, why you consider yourself eligible for it and why it interests you. |
| <ul style="list-style-type: none">• Application Cover sheet – available on the St Margaret's website |
| <ul style="list-style-type: none">• Selection Criteria Responses |

Where should I send my application to?

Applications are to be emailed to employment@stmargarets.qld.edu.au All applicants will be sent an email acknowledging their application.

Make sure that your application reaches the Human Resources Department by the closing date provided in the advertisement for the position.

Late applications may not be accepted.

How will my application be processed?

<p>1) Acknowledgement - You will receive an email acknowledging your application</p>
<p>2) 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 panel members.</p>
<p>3) Interviewing/assessment process – Short listed candidates are contacted to arrange a time to meet with the panel. At this time you will be notified what recruitment methods will be used to assess your application. Candidates short listed from the first interview maybe required to come back for a 2nd interview and/or assessment activity.</p> <p>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</p>
<p>4) Reference checks – A minimum of 3 reference checks are done. These checks need to be done with people who have managed you ideally in the last 5 years.</p> <p>The selection panel will discuss your application with 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.</p>

Should your application not be progressed 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