Diocese of Lismore

Guidelines for Preparing and Presenting an Application for a Leadership Position

1 Vacancies for senior positions in the Diocese of Lismore are advertised in the Saturday edition of the Sydney Morning Herald and other National newspapers as appropriate. Copies of the advertisement are also sent to all schools within the Diocese of Lismore.

2 Intending applicants are invited to visit the Catholic Schools Office website to obtain information or request an information package by phoning, faxing or emailing the office.

Website:  http://www.lism.catholic.edu.au
Phone:  (02) 6622 0422  Fax:  (02) 6622 4767
email:  hr@lism.catholic.edu.au

3 This material will vary depending on the nature of the position but generally includes the following:

- a copy of the advertisement
- a role description for the position
- selection criteria for the position
- conditions of service (if appropriate)
- guidelines for preparing an application
- overview of aspects of Catholic Education in the Diocese of Lismore
- school / parish profiles
- a copy of the school's most recent annual report
- a standard application form
- referee pro forma and instructions
- child protection & privacy legislation

4 A standard application form is provided for use. However, applicants are also expected to prepare their own documents which cover the areas nominated in the advertisement and respond to the selection criteria. All material included should be typed or computer generated in print which is easily photocopied.

5 The following suggestions might be useful in assembling an application:

- Do not bind the document. This inhibits photocopying.
- It is preferable if no staples are used.
- It is helpful if pages are numbered.
- Do not use coloured paper because photocopies can be blurred.
- Do not include material printed on both sides of a page. When photocopies are made the reverse side is often omitted inadvertently.
- Do not put separate pages inside plastic sheet protectors.
- Do not include any originals of qualifications, references etc.
- Send one copy only.
The application should include the following:

- A covering letter generally of not more than one page, nominating the positions/applied for. The applicant's name and address should be shown at the top of this page.
- A statement addressing the selection criteria.
- A standard application form.
- Work and home phone numbers as well as mobile and email where applicable. Home and work addresses should also be included.
- Professional qualifications. Copies of degrees, accreditations, diplomas, certificates etc must be certified by a Justice of the Peace that the original has been sighted. In no case should originals of such documents be included.
- A list of at least three referees with names, addresses and phone numbers. The list must include the present employer (or a representative of that employer) and the parish priest in the applicant's place of worship. Copies of written references should be forwarded only if they are dated within the past five years.
- Three referee reports - one from your **Parish Priest**, one from your **Director, Consultant or Professional Supervisor** and one from another **Consultant or Professional Supervisor**. Preferably, these reports will be from the same people listed in the application. Referee reports from peer colleagues or colleagues under the applicant's supervision are not deemed appropriate.
- Contact details for additional referees from who telephone referee comments can be sought.
- A curriculum vitae giving all relevant personal and professional details, service record, qualifications, experience, special talents and interests etc. This should be presented in some detail but a brief summary of the information is also useful.
- A current Working with Children Check (under the changes to Child Protection Legislation 2013) must be supplied.

Internal applicants should not request material to be extracted from their files and added to an application. It should be a "stand-alone" document. An exception to this guideline would be where a full application is submitted for a position and the applicant wishes to apply for another position later in the same year. In this case the applicant could ask for the documentation submitted with the initial application to be attached to the later one.

**Closing Date:**

- Applicants will be asked to complete an 'intention to apply' form one week prior to the closing date if application has not yet been submitted.
- Applications should be lodged as soon as possible. Applicants are encouraged not to wait until the last minute before lodging their material.
- Applications received after the closing time/date will not be considered under any circumstances.