

Applicants for positions of  
Principal & Assistant Principal  
Instructions concerning  
REFEREES

**Applicants are required to arrange for confidential references from two referees, one of whom must be a current employer or a representative of that employer.**

**If you submit an application you are asked to request your nominated referees to complete the referee statement and return it directly to:**

**The Director  
Catholic Schools Office  
PO Box 158  
LISMORE NSW 2480**

**to arrive on or before the closing date for the position concerned.**

**Applicants should complete the section at the top of the form (*Name of Applicant, Position Applied for and Name of Referee*) before passing to their nominated referees.**

**Applicants are free to seek more than two referee statements.**

***Note: Referees who submit a written statement may be contacted by phone to validate application details.***

***Applicants who have gained referee statements for similar positions advertised this year are not required to seek the same material again. At the request of the applicant, these previous referee statements will be included with the current application.***

**Similarly applicants do not need to resubmit curriculum vitae and associated documentation if this has already been submitted with an application for a similar position in the current year.**

***Please contact Vanessa O'Rourke on (02) 66276 285 for clarification if necessary.***