

# Diocese of Lismore

## 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, and the other, their parish priest.

If you submit an application, you are asked to request your nominated referees to complete the referee statement and return by:

email to: [recruitment@lism.catholic.edu.au](mailto:recruitment@lism.catholic.edu.au)

or

post 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.*

*Panel members, other than the applicant's parish priest are not permitted to provide referee reports to applicants for a position for which they are a panel member.*

*Applicants who have gained referee statements for similar positions advertised in the past 12 months, can request to use the same material to be included with the current application, by indicating on the application form.*

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 Human Services on (02) 66220422 for clarification if necessary.*