



All applicants must submit the following:

Covering Letter – 2 pages maximum.

Selection Criteria Addressed – provide information addressing the Selection Criteria above.

Curriculum Vitae - which includes:

- Personal Information – Name & Contact Details
- Tertiary Level Qualifications
- Other Educational or Professional Qualifications or Training
- Accreditation Details
- Teacher Registration
Membership number and expiry date for TRBWA and Working With Children Check
- Employment Record
- Teaching Positions
(Please provide a full employment history including positions held, school years in position and areas of responsibility)
- Leadership Positions
(Please outline the School Leadership positions you have held, starting with the most recent. Include information on the position held, school, years in position and areas of responsibility)
- Relevant Professional Development
Give details of recent courses, conferences and seminars in the past 3 years that relate to this position.
- Other Relevant Information
Include information or involvement in parish groups or membership to professional associations.
- Referees
*Please include a **Parish Priest reference**.
Also include **3 professional referees**:*
 - *a colleague with whom you are currently working with*
 - *a colleague with whom you have worked with in the past 2 to 5 years*
 - *and your current Principal**Include his/her name, position, organisation, email address, phone number/mobile number.*

Documentation – please attach a copy of the following:

- ✓ Academic transcripts
- ✓ Accreditation for Leadership & Accreditation number
- ✓ TRBWA membership – *proof of currency*
- ✓ Working With Children Check – *proof of currency*



55 Fortescue Place
Ellenbrook WA 6069



(08) 9297 7500



admin@sthelenas.wa.edu.au



sthelenas.wa.edu.au