Thank you for your enquiry for the advertised vacancy at St Francis de Sales College.

Enclosed you will find the material which is available for potential applications including a Position Information Document for the relevant position. It will provide you with a detailed outline of the role and assist you in shaping your application.

Your application should include:

1. A brief covering letter stating the position for which you wish to apply, addressed to:
   Mrs Marg Heath, Business Manager
   C/O - St Francis de Sales College
   PO Box 1793, MOUNT BARKER SA 5251

2. Curriculum Vitae (2-3 pages) listing three referees relevant to the position, with phone numbers. Please ensure that you include your current employer. It is essential that you seek your referees’ permission to list them as willing to speak about you in relation to this position. You are asked to forward them a copy of the advertisement and the Position Information Document. This will ensure that they are able to speak about your suitability for the position.

3. A statement addressing the criteria in the ‘Key Areas of Work’ section of the Position Information Document. Responses must be kept within 2-3 pages in total and written in a conversational form (ie. No bullet points). You are asked to present your vision for the role and to make clear how you would make that vision a reality.

4. Applicant Declaration Form. Please ensure that you completed the Application Declaration Form included in the application package and return it with your application. If you choose to opt for a discussion with me rather than answering one or more questions, please note that you must submit your application one week prior to the closing date of applications.

5. Copies of the following certificates are required to be submitted with your application:
   a. Approved Responding to Abuse and Neglect Education and Care training.
   b. BELS First Aid training.
   c. All relevant qualifications including academic transcript.

PLEASE NOTE: if submitting via email one copy only is required. Emailed applications will only be printed in black and white. A formal letter of response will be provided for all applications that are received.

Please feel free to contact me on (08) 8393 1000 if you have any questions.

I wish you every success if you decide to proceed with your application and appreciate your interest in St Francis de Sales College.

Yours sincerely

Mrs Marg Heath
Business Manager