

## GUIDELINES FOR APPLICANTS

St John's Lutheran Primary school seeks to recruit skilled, energetic, Christian and appropriately qualified staff to fill vacancies. The following advice has been prepared to assist you to in preparing your application.

### CAREER OPPORTUNITIES

All current opportunities within St John's Lutheran Primary school are advertised on our web site at <http://www.stjls.nsw.edu.au/Employment.html> as well as nationally at <http://www.teachers.on.net/>.

Positions are also advertised through the local paper(s).

### BEFORE YOU APPLY

Read the Position Description and Selection Criteria carefully. The Position Description describes the tasks and responsibilities of the role. The Selection Criteria lists any qualifications, abilities and experience that the Selection Committee will be seeking in the successful applicant.

### EVIDENCE

Examine carefully the relevancy of your qualifications by reviewing the roles & responsibilities of the position and the Essential Qualifications that are needed in order to successfully perform the job (in the attached Job and person description).

### ENQUIRIES

If you have any questions in regards to the position, please contact the Principal's Assistant, Julie Gostelow on 02 6026 3220 or by emailing her at [jgostelow@stjls.nsw.edu.au](mailto:jgostelow@stjls.nsw.edu.au)

### CLOSING DATE AND TIME

The closing date is final and all applications must be received by 2 pm at the school office.

### PREPARING THE APPLICATION

Please ensure that you fully read the position description and key selection criteria as listed on our web page at <http://www.stjls.nsw.edu.au/Employment.html>

Should you be unable to access this online, a hard copy of this information can also be obtained by contacting the school on 6026 3220 or by email to [jgostelow@stjls.nsw.edu.au](mailto:jgostelow@stjls.nsw.edu.au)

The application should address the Key selection criteria as listed here and include a typed covering letter.



Applications via email are acceptable and may be emailed directly to the Principal's assistant at [jgostelow@stjls.nsw.edu.au](mailto:jgostelow@stjls.nsw.edu.au)

**Mail applications should be marked 'Confidential' and addressed to:**

The Principal  
St John's Lutheran Primary School  
154 Adams St,  
Jindera, NSW 2642.

**ACKNOWLEDGEMENT**

All applications will be acknowledged and we will let you know should you be required for either more information or to attend an interview.

Applications will be assessed by the information contained in your application so it is important that you communicate this information accurately and succinctly.

Referees may be contacted to add further information to your application.

Applications will not be returned to applicants and will be destroyed after the position has been filled.