



## APPOINTMENT OF STAFF- FAITH CAMPUS

### Application Guidelines

Thanks for taking the time to consider an application for a position at Faith. These guidelines are designed to help you prepare your application for a position at Faith Lutheran College. Applications are invited from suitably qualified and enthusiastic people to fill our vacant teaching and non-teaching positions. The successful candidates would preferably be a suitably experienced Christian person and possess the desire and ability to implement the College values, policies, practices and objectives.

### How to Apply - preparing an application for Faith Lutheran College

#### ***Read the Position Description***

Assess your level of skill and experience against the Job Description and then provide all three elements listed below.

#### ***Covering Letter***

Please include a covering letter of **no more than one page** with your application.

The letter should clearly identify the position you are applying for. It is your opportunity to highlight the skills and experience that you would contribute to the position from the Position Description.

#### ***Resume***

Your resume should contain contact details such as your name and address; educational/qualifications/training background and a summary of work history detailing where you have worked, positions held, period of employment and brief details of duties performed, skills and experience acquired. It is also a good idea to include achievements, goals, personal interests, etc.

Each application should provide the names and details of **three professional referees** (ideally one should be your current employer) including one pastoral referee where possible (should be a current minister of religion or a person who can comment on your ability to work within the ethos of a Lutheran school). Please include their name, address, professional position, business telephone and mobile telephone number.

#### ***Response to the Personal Specifications***

Write a response to the Personal Specifications outlined in the Position Description. These sections may include Educational / Vocational Qualifications, Personal Skills, Abilities and Aptitude, Experience and Knowledge. Outline your experience, skills, knowledge and abilities and relate this information to each of the criterion in point form or short paragraphs. A brief statement for each is sufficient.

#### ***Applications should be addressed to:***

Confidential – Head of Staff  
Mr Ben Schwarz  
Faith Lutheran College  
PO Box 296  
TANUNDA SA 5352

Or by email: [bschwarz@faith.sa.edu.au](mailto:bschwarz@faith.sa.edu.au) with the subject line of 'Confidential – Position being applied for.'

All applications will be acknowledged (via email) and applicants will then be provided with further information regarding the process. Should you require further information about the positions please contact the Head of Staff, Mr Ben Schwarz on (08) 8561 4200.

Thank you for your interest in our College and we wish you every success in your future employment.

## **APPOINTMENT OF STAFF**

### Recruitment and Selection Process

- Applications are invited from suitably qualified and enthusiastic people to fill our vacant teaching and non-teaching positions.
- Should a position become vacant, we may advertise the position internally, on our website and externally on the LEA website, Teachers.on.net and within the Careers section of selected local South Australian print media.
- A closing date is provided for all positions to ensure a fair process. Applications received after this date, will not be accepted, unless discussed with the Head of Staff before the closing date.
- On the day after the closing date, an assessment of all applications will determine a shortlist of the most suitable candidates and those applicants will be invited to attend an interview. This decision will be based on the information you provide in your application. As a result, you should ensure that your Resume is detailed, easy to read and current.
- An interview panel chair (usually a member of the Leadership Team) and two other members will be appointed. In most situations, there are 3 on our Interview Panel.
- Those short-listed will receive a phone call and an interview arranged by the Head of Staff's PA.
- Those not short-listed will be advised in writing by email or letter at the completion of the Interview process.
- Once interviews are concluded, an offer will be made to the successful candidate on the completion of positive reference checks.
- The full recruitment process for a position can take up to 3 weeks to finalise from the closing date to finish depending on the amount of applications received.
- On accepting a position, a New Staff Induction will be scheduled with the successful applicant to provide support in the transition in the Faith Lutheran College community.