

# Guidelines for Applicants

## 1. Eligibility

Before completing the application documentation, please ensure that you can satisfy the requirements as outlined in the position description.

## 2. Completion of Employment Application Form

It is important that you complete the application form correctly. Please include the names of three referees.

## 3. Other Documentation

Applicants are to include the following:

- a current Curriculum Vitae
- a cover letter no more than two pages
- copies of relevant academic transcripts (Teachers only)

## 4. Return of Application

The completed documentation should be returned via email by the due date addressed to:

**Luci Quinn**, Principal

[employment@clonard.vic.edu.au](mailto:employment@clonard.vic.edu.au)

**Please note** – only applicants shortlisted for interview will be notified.