



HEAD OF PRIMARY SCHOOL

EMPLOYMENT INFORMATION PACK

Enclosed:

- ✓ Application for employment form
- ✓ Extract from Strategic Plan
 - Vision
 - Key commitments
 - Statement of Faith

Application Requirements

Applications should include:

- ✓ Completed application form
- ✓ A detailed curriculum vitae
- ✓ Names & addresses, including telephone numbers (mobile and business) and at least four referees:
 - One referee should be the pastor or minister of the church currently attended by the applicant.
 - One should be a recent supervisor or Principal.

Applications can be emailed or hand delivered to:

**Human Resources Department
Wagga Wagga Christian College
Locked Bag 7
WAGGA WAGGA NSW 2650**

Email: m.hubbard@wwcc.nsw.edu.au
Website: www.waggachristian.nsw.edu.au
Telephone: (02) 6923 8888
Fax: (02) 6923 8800

Applications are to be marked "**Confidential**" and must arrive **no later than COB**
Friday 24 November 2023

How would you partner with the Head of Senior School?

EDUCATIONAL RECORD – Tertiary Education

Year Graduated	Course Duration	Institution	Qualification

THE ABOVE QUALIFICATION **IS / IS NOT** RECOGNISED BY THE NSW INSTITUTE OF TEACHERS.

EMPLOYMENT HISTORY

(Please ensure all periods are documented – where appropriate, parenting, travel overseas etc should be shown)

Date from	Date to	Position	Employer	Roles and Responsibilities

The Employment History **DOES/DOES NOT** include employment as (Please circle) a teacher in New South Wales prior to 1 October 2004

Character References (please include one from your current Minister/Pastor/Priest)

Name	Title/Organisation	Work Telephone	Home Telephone

Professional Referees

Name	Title/Organisation	Work Telephone	Home Telephone

Previous Principal/Supervisors

Name	Title/Organisation	Work Telephone	Home Telephone

Application Documentation Checklist

- A copy of **References** enclosed
- A copy of **Tertiary Qualifications** enclosed
- A copy of **Accreditation** from NSW Institute of teachers
- A copy of **Certificates/Statements of Service** from former teaching positions enclosed
- Evidence of **current salary step** enclosed
- Working With Children Check Approval Number** -- www.kidsguardian.nsw.gov.au

I claim status of:

_____ year trained teacher, _____ years of service, _____ anniversary of service date / /

I believe the details provided in this application are true and correct.

Applicant Name

Signature

Date

/ /