



CAPE BYRON RUDOLF STEINER SCHOOL INFORMATION FOR JOB APPLICANTS

Thank you for submitting your job application for the advertised position at Cape Byron Rudolf Steiner School. ***By applying for a position you consent to the school conducting due diligence searches to meet the schools child safety and other legal responsibilities. Please refer to the schools Privacy Policy; <http://capebyronsteiner.nsw.edu.au/policies-and-procedures>***

Following is a description of the application and selection process.

APPLICATION PROCESS

Please provide the following;

1. A brief cover letter
2. Application addressing the criteria for employment and essential and desirable skills and experience, if requested
3. Reliable contact details including an email address
4. A current CV
5. The names and phone numbers of two referees
6. Email your application to the Staffing Management Group (SMG) hr@capebyronsteiner.nsw.edu.au
7. We will email you a reply notifying you that we have received your application.

We shortlist for advertised positions within 2-3wks of the application closing date. If your application is shortlisted we will contact you for an interview then.

As we usually get a very high number of applications for the positions we advertise, we only contact applicants who have been shortlisted for interview.

SELECTION PROCESS

1. Applications are assessed by the recruitment panel.
 2. Short-listed applicants are notified in writing by email with a follow-up phone call, and an arrangement is made for an interview.
 3. Applicants who are not short-listed will not be notified.
 4. Shortlisted applicants participate in an interview.
 5. The successful applicant is contacted by phone and notified in writing and is asked to accept the position in writing.
 6. Unsuccessful applicants will be notified in writing once a *Letters of Offer* has been signed.
 7. A *Letter of Offer* or *Offer* is then sent to the successful applicant for them to sign.
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