



## Recruitment and Employment at Cabra Dominican College

### Introduction

Thank you for applying for a position at Cabra Dominican College.

Our recruitment and selection process is based on best practice and we treat all applications in a fair and equitable manner to ensure we choose the best person for the position.

Your job application is your opportunity to demonstrate your knowledge, skills, experience, and other characteristics to a selection panel. A well-presented, easy to read application will allow the panel to assess the information they need from your application to short list.

Every position will have a '**Position Information Document**' (PID), that will clearly outline the role and the skills, knowledge, and capabilities, we are seeking for the role. Every PID has a cover sheet that will outline the components that we are seeking for the specific **job application**.

### Job Application

All positions will have an instruction sheet at the beginning of the Position Information Document (PID) which will provide you with the specific criteria for the application. This may include the following:

**1. Cover Letter: up to two pages**

The cover letter should clearly and concisely summarise your suitability for the position.

**2. Curriculum Vitae or Resume: up to four pages**

Your curriculum vitae (CV) or resume outlines detailed information about you and your work/life experience. Where applicable, you should include the following:

- Name, address and contact telephone numbers
- Education details and qualifications
- Employment history (most recent employer first)
- Relevant experiences
- Professional and committee memberships; publications; external interests
- **Referees are essential:** Please include the name, position and contact number of three professional referees, with one from your current employer. It is best practice to ensure that your referees are aware of your application.

**3. Statement about the position: between one-four pages depending on the role**

For each position, we ask for you to provide a statement addressing your suitability against the Role Related Responsibilities and/or the Job Specification.

Without addressing every element of the PID, an applicant should draw upon their experience to demonstrate that they can undertake the duties of the role. For simplicity, you can use the titles of the Role Related Responsibilities or the Job Specification to organise the information.

**4. Other documents**

It is a requirement to submit the following documentation as part of your application:

- CESA Employment Declaration
- Department of Human Services (DHS) Working with Children Check (WWCC)

- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) 2024, however we will still accept Responding to Abuse and Neglect – Educational and Care (RAN-EC) 2018 – 2021 with an expiry date of 31 December 2021.
- Teacher’s Registration (teaching position only)
- HLTAID004 Provide an emergency First aid response in an education and care setting.

### Your Responsibility

To ensure that you give yourself the best opportunity to be shortlisted, the documents specified above must be completed and submitted by the closing date. In addition, please ensure:

- Your application is easy to read, without grammatical or spelling errors.
- You have checked your application for accuracy.
- You can provide proof of your qualifications when requested.

### Further information

If you have any questions in regard to the recruitment and/or selection process, please contact the HR Manager or the allocated contact person noted on the PID instruction sheet.

Email: [jobs@cabra.catholic.edu.au](mailto:jobs@cabra.catholic.edu.au)

Phone: 8179 2400

Thank you considering employment at Cabra Dominican College.

## How to apply online

All of our positions are advertised on SEEK, the Catholic Education SA employment page, LinkedIn and on our college website.

To assist you in submitting your application, please follow these simple instructions.

1. Go to our website at <https://www.cabra.catholic.edu.au/discover/employment/>
2. Please click on the position you are applying for to access the Position Information Document and closing date.
3. Please click on **APPLY** which will take you to a new page to submit your application.

### Create new account/log in

1. Click on **APPLY FOR JOB** →
2. **CREATE NEW ACCOUNT** or **LOG IN**.  
If this is your first time applying for a position at Cabra, please create a new login.

### Uploading your application

1. Complete all of the fields in **'Contact Information'** and click **'Save'** or **'Save & Continue'** (Please note: information cannot be populated from LinkedIn.)
2. Upload your CV (it will also ask you if you would like to populate your CV).
3. Provide available start date.
4. As you only have capacity to submit a CV and five additional documents, please see table below for the essential documents to be uploaded.

Teaching positions: Documents to upload	Non-teaching positions: Documents to upload
Curriculum Vitae (CV) plus: 1. Cover letter 2. Statement addressing Role Related Responsibilities 3. CESA Employment Declaration 4. DHS Working With Children Check 5. Teachers Registration	Curriculum Vitae (CV) plus: 1. Cover letter 2. Statement addressing role related responsibilities (if required) 3. CESA Employment Declaration 4. DHS Working With Children Check 5. First Aid certificate

### Further information

If you have any questions in regard to the recruitment and/or selection process, please contact Jayne Hoffmann, HR Manager or the allocated contact person noted on the PID instruction sheet.

Email: [jobs@cabra.catholic.edu.au](mailto:jobs@cabra.catholic.edu.au)

Phone: 8179 2400