Guidelines for Employment Applications

Before application, candidates should read the College Employment Expectations and the Position’s Duties and Responsibilities Statements. Reference to these documents in your application is encouraged. A point by point response is not required.

Applications should only be submitted by email with the subject line indicating your name and the position applied for, for example:

Smith, John - Application for Senior School Teacher - Maths.

Applications for any advertised position must include:

- A covering letter to outline your interest and suitability for the advertised position
- How you became aware of the position, (for example, Website, The Australian, The Courier Mail, Gold Coast Bulletin, etc)
- A full Curriculum Vitae, a photo may be included
- The names and contacts for three referees, including your current employer
- Copies of your qualifications
- Copy of current Blue Card (non-teaching staff positions only)

Applications will be acknowledged upon receipt by return email only. Only short-listed candidates will be then contacted for interview.