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| **Application Close:** Friday, 16th August (4.00pm) |  | **Start Date:** To be determined |
| **Application to:** Ali Wedding (Acting Principal) |  | **Phone:** (03) 5571 2595 |
| **Email to (preferred) :** principal@gsc.vic.edu.au |  | **By Post:** 33 MacArthur St, Hamilton VIC 3300 |
| **Submit:** Cover Letter and Application Form |  | **Attachments:** Personnel Officer Position Description |

**APPLICATION DETAILS**

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| **NAME** |  | **DATE OF BIRTH** |  |

**CONTACT DETAILS**

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| **ADDRESS** |  | | |
| **E-MAIL** |  | | |
| **PHONE 1** |  | **PHONE 2** |  |

**REFEREES (Please provide three)**

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| **NAME** | **RELATIONSHIP TO YOU** | **CONTACT DETAILS** |
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**PROFESSIONAL EXPERIENCE**

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| **YEARS** | **EMPLOYER** | **POSITION** | **ROLES** |
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**QUALIFICATIONS**

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| **YEAR** | **AWARD** | **INSTITUTION** |
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**SELECTION CRITERIA**

**STRENGTHENING LUTHERAN IDENTITY** - What influenced you to consider service in a Christian school and what is your commitment to, and understanding of, a Christian ethos?

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**EXCELLENCE IN HUMAN RESOURCES** - What skills, experience or knowledge do you have in working with staff and data management?

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**ONGOING IMPROVEMENT AND INNOVATION** - What other skills, experience or knowledge can you bring to the college (eg. music, drama, sport, outdoor education, camps, agriculture)?

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**COMMUNITY BUILDING** - How do you build positive relationships with students, parents, colleagues and the wider community (provide examples)?

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**LEADING EFFECTIVE ORGANISATION AND MANAGEMENT** - How do you ensure that you manage competing demands and maintain focus on the key elements of your role?

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**PERSONAL QUALITIES** - Do you have, or are you eligible to receive a Working with Children check and have you ever had any criminal convictions, cautions, other legal or pending cases, including formal disciplinary action, which may affect your suitability to work with children?

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