



THE KING'S
COLLEGE

Information for Applicants
Application and Interview
Requirements

Equipping lives | Inspiring Hearts | Educating Minds

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Application and Interview Requirements at TKC

These guidelines are provided to assist you in preparing your written application and to enable you to plan for the selection interview if you are called to attend.

ELIGIBILITY

Applicants who do not meet the essential criteria will not be considered.

CLOSING DATE

Applications must be received at The King's College by 4.00 pm on the day stated in the advertisement. Please note that the application must be forwarded to the Selection Panel. Late applications will not be accepted.

ENQUIRIES

If you would like to find out more about the advertised position, please make contact with the school on 9411 4100.

PREPARING YOUR APPLICATION

The decision to interview will be based on the information you provide in your application. If your application is short listed, you will be contacted by phone to arrange an interview.

If at all possible, your resume should be typed. If this is not possible, make sure your writing is clear and easy to read.

Your application must include the following documentation:

- 1. Completed application form.**
- 2. Resume (Curriculum Vitae), which comprises of:**
 - Personal Details - Name, address, telephone number.
 - A summary of the work you have done starting with the most recent. Include dates and give details of the type of tasks that were required in each job.
 - Details of involvement in church or church based activities.
 - Your education and training achievements. (Be sure to include any education you are currently undertaking).
 - Any activities you have undertaken outside of work which are relevant to the application.
- 3. Statement of claims against the Selection Criteria:**
 - The Selection Criteria examines your Christian beliefs and lifestyle as well as the education, knowledge, skills and abilities required for the position.
 - The Selection Criteria (Essential) have been divided into three parts:

- A. Christian Experience
- B. Professional (individual)
- C. Professional (teamwork)

- Address your comments to each part separately, ensuring that you cover the aspects highlighted by the questions for each part.
- Also draw on experience you have had and include a description of your skills and abilities.
- Additionally, include information of any relevant qualifications you may have obtained and their relation to the Selection Criteria.
- **Your claims for the 3 parts of the Selection Criteria (essential) must NOT exceed 2 x A4 pages single typed.**

4. Referees:

- Referees should be contacted for approval before listing them in your application. **(They may be asked to complete a Referee Form).**
- Provide names, work addresses and day time contact telephone numbers of at least two professional referees – (see Application Form.)
- Information on referees should be included on the application form.
- Referees who are able to comment on your experience and church involvement (preferably against the Selection Criteria) should be included.
- **A Pastors Reference MUST be enclosed**

5. Teacher Registration:

- All applicants MUST be registered with the TRBWA and evidence of this enclosed
- You must also provide evidence your current WWC.

6. Covering Letter:

- The covering letter is an introduction to your application.
- State the identifying details of the position and your desire to be granted an interview, together with any relevant information on your availability for an interview.
- You may wish to summarise your application and emphasis your strongest points and achievements.
- **The covering letter should not exceed 1 x A4 page single typed.**

PREPARING FOR THE INTERVIEW

Interview questions will be related to the position and your Christian beliefs.

To prepare for the questions which may be asked:

- Be aware of what the position involves from the Duty Statement, the Selection Criteria and by talking to the Principal.
- Focus on the Selection Criteria and think of examples and work situations where you applied the relevant skills and abilities.
- Focus on the duties of the position and how you could carry them out. Think of any problems you might encounter and how you would resolve them.
- Bring copies of Programmes, Records and Daily Work Pads to the interview.
- Take a copy of your completed application with you.
- Bring a portfolio of Professional Development with you.

THE INTERVIEW

Dress as you would usually do for work - neatly and appropriately for the job.

During the interview:

- Do not assume that each of the panel members knows about your suitability for the job, even though you have had previous experience in the position for which you have applied.
- Take time to answer each question. The panel will appreciate a well thought out answer presented clearly and concisely, even though you may take a few moments to put your thoughts together.
- Where possible, relate your answer to direct experiences you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

Panel members will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

We hope you find this of assistance and look forward to receiving your application.

Applications may be sent by post, hand delivered or emailed & marked "Personal and Confidential" addressed to:

**Job Vacancies
The King's College
P.O. Box 450
KWINANA WA 6966
jobs@thekingscollege.wa.edu.au**