



Information for Job Applicants

Guidelines for Job Applicants

These guidelines are designed to help you prepare your application and plan for your possible interview at PLC.

Enquiries

If you need to find out more about the position, please make contact with the person mentioned in the advertisement or on the website.

Preparing your application

After an assessment of all the applications a short list of the best candidates will be drawn up and those people will be invited to an interview. This decision will be based on the information you provide in your application. There is no specific selection criteria detailed in the Job Description for you to address in a detailed statement. Your initial suitability for the role will be determined by the information and experiences presented in your Curriculum Vitae. As a result, you should ensure that your Curriculum Vitae is detailed, easy to read and thoroughly up to date.

Your application will be treated as private and confidential and be handled only by individuals involved in the recruitment and selection process.

Your application should include the following documentation:

Covering Letter

- The covering letter is an introduction to your application.
- State the name of the position, why you consider yourself eligible for it and why it interests you.

Curriculum Vitae

- Personal details – full name, address, telephone number (work, home and mobile), email address.
- Your qualifications, education and training achievements with relevant dates and institutions (include results of recent qualifications and any courses you are currently undertaking).
- Current position and area/s of responsibility.
- A summary of your other work experiences, starting at the most recent. Include dates and details of the positions or types of tasks that were required.
- Include any 'acting' positions undertaken.
- Any other information or experience undertaken outside of work that is relevant to the application.

The successful applicant for teaching positions will demonstrate:

- Appropriate teaching qualifications and excellent teaching skills.
- Knowledge of the Curriculum Framework and other current educational directions including International Baccalaureate.
- Excellent, responsive relationships with students marked by mutual respect and professionalism.
- A commitment to student centred learning and educational opportunities which enable all students to achieve their highest potential.
- Willingness to be proactive in the use of laptops as a learning tool in the classroom.

The successful applicant for non-teaching positions will demonstrate:

- Significant and/or comparable experience in a similar role/s.
- Demonstrated qualifications relevant to the role (if required).
- A commitment to supporting an environment that encourages the learning and development of students which will enable them to achieve to their highest potential.
- Willingness to participate in the overall life of the school.

Referees

- You should list at least two (2) recent referees; ideally, one should be your current employer.
- Make contact with your referees before listing them in your application.
- Always ensure you provide names and accurate work addresses along with current telephone and email contact information.
- Information on referees should be included in the CV.
- Include only referees who are able to comment specifically on your work experience.
- The selection panel will discuss your application with nominated referees but also reserves the right to consult with other persons who may have knowledge of your experience.

Certificates and Clearances

All candidates should be aware that it is a condition of your employment at PLC to provide the following certificates and clearances should you be successful in securing the position:

- A current Federal Police Clearance.
- Western Australian College of Teaching Registration (teachers only).
- A Working with Children Check (this will be outlined in your letter of offer).

Lodgement of applications

- Check the closing date for applications and ensure that yours is in by the due date.

Applications should be posted to:

Manager, Human Resources
Presbyterian Ladies' College
PO Box 126
COTTESLOE WA 6911

Your application may be hand delivered to:

PLC Reception
Scorgie House
14 McNeil Street (corner View Street)
Peppermint Grove

Or by email to:
recruitment@plc.wa.edu.au

PLC will acknowledge receipt of all applications but will not take responsibility for the application arriving after the closing date and/or time.

- Your application will be treated as private and confidential. Personal information will be handled in accordance with the School's Privacy Policy and Standard Collection Notice which can be viewed on the website.

Preparing for the Interview

All interview questions will relate specifically to the position for which you have applied and your relevant experience in relation to that position. The same questions will be asked of every applicant but some might be specific to an applicant's personal experience as outlined in the application.

To prepare for the questions which may be asked:

- Bring a copy of your completed application with you.
- Be aware of what the job involves from the Job Description, note any specific criteria detailed in the ad or in the Job Description or by talking to the contact person.
- Think of any relevant work related examples and/or situations where you applied the relevant skills and abilities that PLC is looking for.
- Focus on the duties of the position and how you would carry them out.
- Think of any problems you might encounter and how you would resolve them.
- What skills and abilities will you bring to PLC as an employee?

The Interview

- Try to remember the names of the panel members.
- Take time to answer each question and 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.
- Do not assume that the panel members know about your suitability for the job, even though you may have worked with them or have had previous experience in the position for which you have applied.

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