JOB VACANCY INFORMATION

Thank you for your interest in our recently advertised position.

It is the College’s policy to employ the person most suited to the position and to provide equal opportunity in employment, promotion and training.

All appointments are based on merit and ongoing employment is subject to the satisfactory completion of a probationary period appropriate to the position.

The position description for the vacancy sets out the general requirements of the position together with the Selection Criteria the College will address when selecting the successful applicant. It is important that you provide information that addresses the Selection Criteria and clearly explains your ability to meet the inherent requirements of the position you have applied for.

The following information is required as part of your application:

1. A completed Application for Employment Form (forms can be downloaded from this site),
2. A copy of your Resume or Curriculum Vitae,
3. A brief outline addressing each of the position description Selection Criteria,
4. A copy of your Teachers Registration Certificate (applicable to teaching positions only), and
5. Any other relevant information, such as copies of qualifications and/or training undertaken, that you assess will assist the College in the selection process.

Submitting your Application
Applications must reach the College by the advertised closing date and may be sent:

e-mail:  human.resources@soc.tas.edu.au or
Post:  The Human Resources Manager,
       Scotch Oakburn College,
       Locked Bag 103,
       KINGS MEADOWS, 7249

Reference Checks
As the College carries out reference checks as a matter of course, it is important that your application provides full referee details.

Clearances
The successful applicant’s employment will be subject to receipt (and ongoing maintenance) of an appropriately clear National Police Certificate (Schedule 1 Record); a current Working with Children Registration; and a current nationally accredited First Aid Certificate prior to commencement.

Applicants are advised to make their applications as soon as possible as these clearances may take some weeks to be processed.

Scotch Oakburn College warmly welcomes your application and should you have any further enquiries regarding the position please contact Maria Chan, Human Resources Manager on telephone (03) 6336 3300 or email human.resources@soc.tas.edu.au.