



St Ursula's College  
TOOWOOMBA

PO BOX 2284 - 38 TAYLOR STREET - TOOWOOMBA QLD 4350

P: (07) 4632 7611 F: (07) 4638 5634

admin@st-ursula.qld.edu.au

www.st-ursula.qld.edu.au

CRICOS No: 03033M

ABN: 27 122 661 858

## ASISSTANT PRINCIPAL MISSION & IDENTITY

### CHECKLIST FOR APPLICATION

1. Cover letter addressed to Mrs Appleby, College Principal, addressing the Selection Criteria. This should be no more than 4 (four) A4 pages in length.
2. Curriculum Vitae no more than 5 (five) A4 pages in length.
3. Copies of qualifications.
4. Referees – three professional referees are required. One referee must include an immediate superior or Principal, and one must be a parish priest or equivalent. *Please note, we respect your confidentiality and will advise you before we contact your referees.*
5. Applications to be submitted electronically to the College Principal - [principal@st-ursula.qld.edu.au](mailto:principal@st-ursula.qld.edu.au). Please mark the subject as "Application – Assistant Principal Mission and Identity"
6. Applications to be submitted by **5pm, Friday 30 October 2020**.
7. If you have any questions or wish to have a confidential discussion regarding the position, please contact Human Resources Coordinator, Miss Brontë Shaddock – [hr@st-ursula.qld.edu.au](mailto:hr@st-ursula.qld.edu.au)
8. Interviews will be conducted on **Saturday, 7 November 2020**. Shortlisted applicants will be contacted via email or phone on Thursday, 5 November 2020 to confirm their interview time.

### Recruitment Timeline

Applications Due:	5.00pm, Friday 30 October 2020
Applications shortlisted:	Tuesday 3 November 2020
Shortlisted Applicants contacted:	Wednesday, 4 November 2020
Interviews conducted*:	Saturday, 7 November 2020
Referee Checks:	Monday, 9 November 2020
Offer made to successful applicant:	Tuesday, 10 November 2020

\*Please note interviews will be held at the College, located at 38 Taylor Street, Toowoomba, Queensland 4350 or via Zoom.