



## CAPE BYRON RUDOLF STEINER SCHOOL

### Application Process

Thank you for submitting your job application for the advertised position at Cape Byron Rudolf Steiner School. ***By applying for a position, you consent to the school conducting due diligence searches to meet the school's child safety and other legal responsibilities. Please refer to the schools Privacy Policy; <https://capebyronsteiner.nsw.edu.au/information/policies-and-procedures/#toggle-id-7>***

Following is a description of the application process

#### APPLICATION PROCESS

Please provide the following information for the advertised position you are applying for:

1. A brief cover letter introducing yourself
2. Application letter addressing the essential criteria as outlined in the ***Duty Statement*** and your experience.
3. A current CV
4. A copy of your NSW Working with Children Check letter and COVID-19 Vaccination Certificate.
5. The names and phone numbers of two referees, one being from your most recent employer. Note you will be notified prior to a referee check being conducted.

Email your confidential application to the **HR Manager** [employment@capebyronsteiner.nsw.edu.au](mailto:employment@capebyronsteiner.nsw.edu.au)

On receipt of your application, you will receive, an automated notification reply that your application has been received.

We shortlist for advertised positions within 2-3wks of the application closing date. If your application is shortlisted, we will contact you for an interview then.

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