

# APPLICATION GUIDE - RELIEF TEACHING



## Step 1: Position Description

Download the position description off The Lakes College website.

## Step 2: Compile your application paperwork

- ✓ Cover letter detailing availability and any College connections you have, prior or existing
- ✓ Resume, ensuring the following information is included:
  - Title, full name and contact details including postal address, email address, telephone number(s) for both during and after work hours.
  - Educational qualifications relevant to the duties and selection criteria for the position (title of qualification, subjects/majors studied, institution, proportion of qualification completed)
  - Relevant recent work history (most recent jobs should be listed first), including names and addresses of employers, position/s held, length of time in each position, major duties, responsibilities and achievements
  - Membership of relevant professional associations and clubs (if applicable)
  - Relevant extra curricular activities and achievements (eg voluntary or community work)
  - Contact details for at least three (3) immediate supervisors who can comment on your suitability for the position, preferably your current or most recent supervisor
- ✓ A recent passport sized photo
- ✓ Proof of QLD Teacher Registration or Working with Children Check Blue Card.

## Step 3: Submit your application

Please submit your completed application to [employment@thelakes.qld.edu.au](mailto:employment@thelakes.qld.edu.au).

## What Happens Next?

1. All applicants will receive an initial email acknowledging receipt of their submission  
*NB. further contact will only be made if there is a vacancy. Unsuccessful applicants will not be contacted*
2. If successful:
  - (i) candidates will be contacted to arrange an interview (face-to-face or phone)
  - (ii) attend a half day voluntary trial
  - (iii) be issued a new starter pack containing relevant on-boarding paperwork. These documents must be completed and returned prior to relief work being offered

## Have A Query?

Human Resources (07) 3491 5504 or [employment@thelakes.qld.edu.au](mailto:employment@thelakes.qld.edu.au)

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