



RECRUITMENT PROCEDURE

Resignations/ Applications for Leave
to Head of School

Identify employment needs;
Head of School/ AHSS/ Dean of Studies/
Head of Junior School/ Business Manager

Advertise Vacancies

- Advert in Canberra Times
- Advert in other publications if necessary
- Advert in Seek.com
- Advert in Teachers on Net
- Notification on College web site;

Advertisements to contain:

- Details of the position
- Relevant Awards/ Agreements
- Accreditation to teach Religious Education would be an advantage
- Need for VET approved qualifications where necessary
- WWVP card requirement
- ACT TQI registration for teachers
- College is an Equal Opportunity employer

Phone enquiries

Directed to person nominated in advertisement or delegate. Specific enquiries to identified personnel as required.

Application Information

(Relevant Application form/ duty statement/ selection criteria/ Statement of Principals/ collection notice re. privacy requirement./ Code of Professional Conduct/ QMTP Framework

All information is available on the College website, or will be emailed/posted to applicant upon request

Applications

Letters of Application received by AHSS
Acknowledgement of Application Letter emailed or posted to all applicants

Interview Panel

Head of School/ AHSS to form interview panel;
Read through applications;
Short list candidates for interview in consultation with Head of School;
Short list of candidates prepared;
Set time and date for interview;
Ring applicants; and
Conduct interviews.
Fill in Record of Interview with recommendations

Referee checks
 AHSS or Interview Panel member rings Referees and completes 'Confidential Reference Check' form

Referee Checks;
 Can better inform interview process if completed prior to interview.

Discuss recommendation with
 Head of School

Verbal offer of appointment made by AHSS
 A confirmation of offer by email mail may also be made.

AHSS Notifies via phone those interviewed
 who were unsuccessful.

Letter or email to unsuccessful applicants
 (interview or no interview).

Letter of Offer to successful applicant.
 Copies of this letter to Head of School,
 Finance office and AHSS Staff files

Original application of successful applicant with referee
 comments, record of interview sheet, and copy of Duty
 Statement to be filed in Head of Schools office.

Application forms and referee reports of unsuccessful
 applicants files and kept for approx. 6 months.
 After this time they are disposed of via the
 secure waste containers.

Applicant to present originals of birth certificate,
 residency status (if applicable), marriage certificate,
 qualifications, statements of service, Working with
 Vulnerable People Registration, TQI Registration (if
 applicable), bank details, tax file number and ID to
 authenticate ownership of documents to Payroll Officer in
 the Finance office (100 point ID process).
 Applicants are also given the Code of Professional
 Conduct to read. Sign acknowledgement declaration

Acknowledgement Declaration

CODE OF PROFESSIONAL CONDUCT

I have received and read a copy of the Marist College
 Canberra Code of Professional Conduct.

CONFIDENTIALITY/ NON-DISCLOSURE

I agree to respect the confidentiality of information and
 documentation to which I have access in the course of,
 or arising from, my employment.

I will not, during my employment or after the
 termination of my employment for any reason, directly
 or indirectly, use or disclose (or attempt to use or
 disclose) 'Confidential Information' for my or any other
 person's benefit.

'Confidential Information' includes, but is not limited to:

- HR information;
- Information about the students, families and staff
 of Marist College;
- Names and addresses of students, families and
 staff;
- Computer data bases and computer software;
 and

all other information obtained from or in the course of
 my employment with Marist College that is, by its
 nature, confidential.

Name:
 Signature:
 Date:

(A statement regarding Privacy legislation will be
 added in the near future)

Payroll Officer gives authenticated copies of WWVP card,
 TQI card, Acknowledgement Declaration to AHSS PA for
 recording and filing.

Letter of Appointment prepared by Finance Office

Letters of Appointment to AHSS to check details

