

# APPLICATION GUIDE

## Information for internal and external applicants

---

Welcome to the recruitment process at Catholic Education Sandhurst Limited (CES Ltd). Thank you for your interest in career opportunities with us.

CES Ltd is situated in Central and North Eastern Victoria, home to 58 Catholic schools, colleges and early childhood centres educating 19,750 students in large regional centres and small vibrant townships. We are committed to working in partnership with schools, students and families, providing innovation and excellence in education; inspired by the Catholic story. We feature large regional centres of Bendigo, Wodonga, Wangaratta, Shepparton and Echuca, as well as many smaller vibrant communities where making people feel welcome is a speciality.

CES Ltd encourages both internal and external qualified candidates to complete their applications through our online recruitment system.

1. [Application Guidelines](#)
2. [Application Checklist](#)
3. [Shortlisting](#)
4. [Interviews](#)
5. [Pre-Employment Checks](#)
6. [Notifications](#)
7. [Diversity, Inclusion and Child Safety](#)
8. [Contact](#)



## 1. Application Guidelines

All internal and external applicants must register for our online recruitment system to apply for a position with CES Ltd.

For applicants to navigate to our careers page, use the following link [Careers | Catholic Education Sandhurst \(ceosand.catholic.edu.au\)](https://careers.catholic.edu.au).

Apply for a vacancy by opening the advertisement of the position and clicking on the right side of the page 'apply now'.

Register for job alerts by signing up for job alerts at the bottom of any job vacancy.

### Tips on registering as a first-time user

- Passwords must contain at least eight characters, one digit and one upper case letter.
- Following account activation on the Recruitment System, an automated email will be sent containing a link. Applicants should be sure to check email accounts, including junk inbox/spam box in case the email is filtered.

If applicants are unable to submit their application via our online portal, please check that you have activated your account via the email sent upon registration. If this has not rectified the issue - please contact the People Operations Team – [recruitment@ceosand.catholic.edu.au](mailto:recruitment@ceosand.catholic.edu.au) Our team will respond to you as soon as possible.

## 2. Application Checklist

Before starting your application online, please ensure that you have reviewed the position description and prepared your Cover letter, Key Selection Criteria and Resume ready to upload in either Microsoft Word (.doc/.docx) or Adobe Acrobat (.pdf) format.

### Cover Letter, including:

- Title and/or reference number of the position you are applying for.
- Full name, address, email and contact number.

### Resume, including:

- Relevant work experience
- Education and training achievements, including any education currently being undertaken and professional memberships held.
- Names, working relationship and contact numbers of three current referees - *these referees will be confirmed at a later stage of the recruitment process prior to CES Ltd contacting them.*
- Any additional information that you feel is relevant to your application.

### Key Selection Criteria, including:

- Statements addressing each of the Key Selection Criteria set out in the Position Description.

### 3. Shortlisting

The selection panel assesses all applications against the Key Selection Criteria and will shortlist for interview those who best meet the criteria.

### 4. Interviews

If successful for an interview, applicants will be advised of the interview date, time, venue and panel members. Interview details will be communicated verbally in the first instance and then confirmed via email through the recruitment system.

### 5. Pre-Employment Checks

Applicant pre-employment checks may include:

- VIT
- Working with Children Check
- National Police Check
- Qualification relevant to your position
- Professional Registration evidence
- International Police Check (for relevant applicants)
- Right to Work in Australia Documentation
- AHPRA (for relevant positions)

### 6. Notifications

Notifications will be made to applicants throughout the recruitment process.

Once a decision has been made, the successful applicant will be offered the position verbally. Following successful pre-employment checks this offer will then be given in writing within an employment contract.

After the successful applicant has accepted the offer of employment, other applicants will be notified of the outcome of their application – either verbally or in writing.

### 7. Diversity, Inclusion and Child Safety

CES Ltd embrace diversity and social inclusion and encourage people from diverse backgrounds to apply. We are committed to ensuring the safety, wellbeing, and inclusion of all children.

### 8. Contact

Any questions regarding an advertised position can be directed to the contact person listed on the bottom of the vacancy advertisement.

Alternatively, you can contact the People Operations team at CES Ltd by emailing [recruitment@ceosand.catholic.edu.au](mailto:recruitment@ceosand.catholic.edu.au)