

Launceston Church Grammar School



FOUNDED 1846

INFORMATION FOR POSITIONS VACANT APPLICANTS

This information sheet has been prepared for applicants intending to apply for advertised vacancies with Launceston Church Grammar School.

Submission of Applications

The preferred method of submission is via email to positionsvacant@lcs.tas.edu.au

Your application must include the following documents:

- A covering letter
- The LCGS Application for Employment form
- A statement addressing the selection criteria as detailed in the position description
- A copy of your current resume or curriculum vitae

If mailed, please mark your application as “Private and Confidential.”

Applications must be received by the stated closing date. Late applications will not be accepted, unless approval is received from the Human Resources Manager. This approval will only be given in exceptional circumstances eg failure of the school’s internet facilities.

Acknowledgement of Applications

Applications received via email are acknowledged via return email. This acknowledgement will occur as soon as is reasonably practicable after receipt of your email.

Please Note: Recruitment processes conducted over school holiday periods may result in a delay to the email acknowledgement but this will occur as soon as is reasonably practicable. A written acknowledgement via mail will also occur, following the closing date for applications.

Applications received by mail will be acknowledged via return email, as described above, where an email address has been provided in the application. In the absence of an email address being provided a written acknowledgement via mail will occur following the closing date for applications.

Shortlisting of Applications

Shortlisting of candidates would be expected to commence soon after the closing date for applications. The timeframe for shortlisting will depend on the size of the applicant field, this process may take some time to complete. The recruitment panel shortlists candidates against the selection criteria and only those candidates who demonstrate the strongest claims are selected for interview. Candidates not selected for interview will be notified in writing via mail.

Due to the high number of applications received by Launceston Church Grammar School, the School is unable to provide individual feedback / coaching to candidates not selected for interview.

Assessment of Candidates

The School may use a variety of methods to assess candidates. An interview forms part of the assessment process. Overall assessment also includes the job application documents and reference checking with nominated referees.

Candidates who take part in an interview will be advised at the interview when they can expect to be advised of the outcome. The successful applicant will be contacted by telephone. Unsuccessful applicants will be contacted in writing via mail.

Candidates who take part in an interview may request feedback on their interview. Feedback provided will be relevant to the candidates' performance and provided in the interests of personal improvement for that candidate. Comparisons of individual candidates will not be made.

Selection

Launceston Church Grammar School's selection process is governed by the merit principle. The merit principle requires that selections are based on the combination of ability, qualifications, relevant experience, performance at interview and reference checking compared against the selection criteria.

The candidate selected will, in the decision of the recruitment panel, be the candidate best suited to the overall requirements of the position as assessed through the recruitment process outlined above.