



# HOW TO APPLY

## Guidelines for Preparing the Application

The written application must include the following:

- 1. Application Form** including 3 referees, preferably one whom is a Pastor.
- 2. Cover Letter** outlining the applicant's interests in undertaking the advertised position (maximum one A4 page). Addressed to:  
The Principal  
Hills Christian Community School  
PO Box 1072  
Balhannah SA 5242
- 3. Curriculum Vitae** including a summary of qualifications and positions held with key achievements
- 4. Key Selection Criteria Summary** as outlined in the Role Description (maximum two A4 pages)
- 5. Supporting documents:**
  - Working with Children Check
  - Responding to Abuse and Neglect and First Aid Certificates
  - Copy of Driver's License

Applications to be emailed to [employment@hccs.sa.edu.au](mailto:employment@hccs.sa.edu.au)

A short-listing process will take place after applications close and interviews will be held soon after. If there are any questions regarding the position or the application process, please contact the HR Department on [employment@hccs.sa.edu.au](mailto:employment@hccs.sa.edu.au) or phone 08 8388 7811.

