



Applying for a position with Red Cliffs Secondary College

Thank you for your interest in applying for a position with the Red Cliffs Secondary College. The following information has been prepared to assist you with your application.

Recruitment online (ROL)

All Red Cliffs Secondary College positions are listed on Recruitment on Line (ROL) which may be accessed via the Search or apply for a Job link found on the Department of Education and Training's web page www.education.vic.gov.au/hrweb/careers.

Use the search engine to search for all RCSC positions. Using either key words "Red Cliffs Secondary College" or the job number (if known).

Alternatively a link maybe found via the College's website red-cliffs-sc.vic.edu.au.

What your application should include

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the position. Applications should prepare the following information:

- A covering letter
- A separate attachment addressing the Selection Criteria
- A current resume
- Two referees (please provide both email and mobile telephone number)

Addressing the Selection Criteria

Describe and provide examples on how your skills, abilities, work experience and qualifications enable you to satisfy the requirements of each Selection Criteria. These statements need to be clear, concise and demonstrate how you meet the criteria.

Submitting Applications

Applications are to be submitted on-line via Recruitment on Line (ROL) which may be accessed via the ***Search or apply for a Job*** link found on the Department of Education and Training's web page www.education.vic.gov.au/hrweb/careers.

If ROL is unable to be accessed applications may be emailed to red.cliffs.sc@education.vic.gov.au

Further Information For further information about an advertised position please contact Justin Matt (Principal) (03 5024 1522). Or for information about the application process please contact Larissa Hamilton (HR Manager) (03 5024 1522) or via email red.cliffs.sc@education.vic.gov.au