



Catholic Education
Diocese of Rockhampton

HOW TO APPLY ONLINE

Thank you for your interest in working with Catholic Education - Diocese of Rockhampton. This document outlines the Online Application Process for Non Teaching positions. Before you begin, please ensure you have the following documents and information ready.

- ☐ Resume/CV and Cover Letter
- ☐ Qualifications (if available)
- ☐ Working with Children Check (Blue Card)
- ☐ Visa/Australian Citizenship (if applicable)
- ☐ Three Referees (Name, Position, Phone Number and Email Address)
- ☐ Response to Position Description (Refer to Job Advertisement if this is required for the role that you are applying for.)

LODGING YOUR APPLICATION

1. You will receive an email acknowledgement upon receipt of the Online Application.
2. For talent pool opportunities, your application will be forwarded to the relevant area in line with your location and position preferences for contact to be made with you.
3. For all other positions, your application will be assessed for shortlisting and a representative of Catholic Education, Diocese of Rockhampton will contact you to arrange an interview.
4. The representative will be in contact with your offer of employment and required documentation to commence your career with Catholic Education Diocese of Rockhampton.

APPLY NOW

For all Employment enquiries, please contact our Recruitment Team on (07) 4994 8086 or Email: employment@rok.catholic.edu.au

NON-TEACHING APPLICATIONS

COVER LETTER REQUIREMENTS

Your application should be addressed to the job vacancy contact included in the job advertisement. For the selection panel to consider your application, you are required to demonstrate your suitability for the position. Please review the job advertisement and position description to understand the requirements of the position, prior to completing your application. Your cover letter should include examples relevant to the position description responsibilities and duties.

POSITIONS REQUIRING A RESPONSE TO THE SELECTION CRITERIA

Psychologist roles, Indigenous roles and Corporate Roles within Catholic Education Office require a response to the Selection Criteria. All other roles only require a standard cover letter and resume.

REFEREES

You will need to provide two professional referees AND a nominated person who can provide comment on your personal faith or Christian witness OR a professional referee who can comment on your personal attributes as an employee.

Your professional referees should be current and have direct knowledge of your work performance. For those entering the workforce for the first time, you can nominate teachers / lecturers, work experience supervisors or coaches.

To expedite your application, please ensure you include the relevant email address of your referees and advise your nominated referees that a referee report request will be forthcoming.