



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 Teachers. It is recommended that you use the below checklist when completing your application.

- ☐ Resume/CV and Cover Letter
- ☐ A short written paragraph outlining responses to the Selection Criteria
- ☐ Three Referees (Name, Position, Phone Number and Email Address)
- ☐ QCT Registration
- ☐ Visa/Australian Citizenship (if applicable)
- ☐ Qualifications (if available)

## 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. Our Recruitment Team 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](mailto:employment@rok.catholic.edu.au)**

# TEACHER APPLICATIONS

## REGISTRATION

Anyone who wishes to teach in Queensland schools must be registered with the Queensland College of Teachers. Registration ensures that a high standard of preparation, conduct and practice is upheld. Standards which must be met relate to qualifications and suitability to teach. To satisfy the requirements of the Education (Teacher Registration) Act 1988, criminal record checks are conducted on all applicants prior to admission to the QCT Register. Further information can be found at [www.qct.edu.au](http://www.qct.edu.au)

## APPOINTMENT OF STAFF

All Principals and Teachers are appointed by the Diocesan Director of Catholic Education. Secondary Colleges recruit their own teaching staff. Enquiries for Secondary Teaching positions should be made directly to the college of your choice. Please note, the above Online Application Process still applies for Secondary Teaching positions.

## TALENT POOL OPPORTUNITIES

Our Talent Pool Opportunities are open all year for Graduate, Experienced and Relief Teachers for Primary and Secondary Colleges. These opportunities are for talent identification purposes and offers of employment occur throughout the year. You will be contacted by a representative on behalf of Assistant Director: Schools for the relevant area or College Representative to arrange an interview.

## QUALIFICATIONS TO TEACH

## RELIGION IN A CATHOLIC SCHOOL

In order to teach Religion in a Catholic school or college, permanent teachers need to be accredited to teach Religion. Teachers are granted provisional accreditation to teach Religion provided they undertake an assurance to gain full accreditation within five years of being appointed.

# TEACHER APPLICATIONS

## ADDRESSING THE SELECTION CRITERIA

**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 application should be addressed to the Diocesan Director, Mr Michael McCusker.**

**Your response to the Selection Criteria should include examples relevant to the position description responsibilities and duties. For graduate teachers, it is encouraged that examples from your Practicums be included.**

## 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. It is strongly encouraged that one referee is your current Principal.**

**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.**