

# The Kilmore International School



## Application Form



**40 White Street, Kilmore**

**T 03 5782 2211**

**E [info@kilmore.vic.edu.au](mailto:info@kilmore.vic.edu.au)**

**W [www.kilmore.vic.edu.au](http://www.kilmore.vic.edu.au)**

**Dear Applicant,**

Thank you for taking the time to apply for a position at The Kilmore International School. Please ensure your application is complete by including all the information listed below.

All applications should be submitted, ideally emailed as a PDF document, and addressed as advised in the advertisement.

## **APPLICATION CHECKLIST**

### **1. Application Form**

- Include referee contact details

### **2. Cover letter (Maximum of 2 pages)**

- Addressed to the Principal or by email as indicated in the Advertisement
- Explain reasons for applying
- Outline key achievements, professional attributes and personal qualities
- Respond to key selection criteria

### **3. Curriculum Vitae**

- Academic qualifications (including copies of academic transcripts)
- Full employment history
- Leadership, teaching and administration experience

### **4. Evidence of Teaching Registration for a teaching role**

- Registered or eligible for registration with the Victorian Institute of Teaching



# APPLICATION FORM

Position Details			
Name of Position			
Personal Details			
Title	Mr / Mrs / Ms / Dr		
Family Name			
Given Names			
Street Address			
Suburb		Postcode	
Contact Phone Number			
Email Address			
VIT Registration Number/WWC No.			
Professional details			
Current School			
Current Position			
Academic Qualifications			
Professional Memberships			
Positions of Leadership Held			
Subjects Taught			
Year Levels Taught			
Co-curricular Activities			
Professional Learning Activities			
Other Interests			
Referee details			
Name	Relationship	Current Principal	
School			
Address			
Phone (BH)	Mobile		
Email	Home Phone		
Referee 2 details			
Name	Relationship	Direct Report	
School			
Address			
Phone (BH)	Mobile		
Email	Home Phone		
Referee 3 details			
Name	Relationship	Personal or Professional	
School (if applicable)			
Address			
Phone (BH)	Mobile		
Email	Home Phone		

\* Victorian Institute of Teaching/Working With Children number as applicable.

**Applicants should be aware that the selection process will involve a rigorous background check.**