

## Teacher Application Procedure

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1. Your application must include the following documentation:
  - Application Form (downloaded from MECS website).
  - Resume (Curriculum Vitae) should include the following information:
    - a) Personal details (name, address, telephone numbers).
    - b) A summary of the work you have completed, beginning with the most recent. Include dates and give details of the type of tasks that were required in each job.
    - c) Details of your involvement in Church activities.
    - d) Your education and training achievements. Provide **certified copies of all qualifications**. Include any education you are currently undertaking.
    - e) Any activities you have undertaken outside of work which are relevant to the application.
  
2. Covering Letter  
The covering letter is an introduction to your application. Please state the title of the position you are applying for. You may wish to summarise your application and emphasise your strongest points and achievements. Also outline how your Christian faith affects your work.
  
3. Referees  
Referees should be contacted for approval before listing them in your application. Provide names, email addresses and contact telephone numbers of referees. Referees who are able to comment on your work experience and church involvement should be included.
  
4. Written Response  
  
Provide a written response to (no more than two pages) to the following two questions:
  - How does your Christian faith impact and influence the role of Teacher?
  - What is the role of a Teacher in a Christian School?
  
5. **Forward your application paperwork Robert de Wal, Assistant Business Manager;**  
[jobs@mecs.vic.edu.au](mailto:jobs@mecs.vic.edu.au)