

Application Procedure

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. Please include **certified copies of qualifications** and 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. 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, work addresses and contact telephone numbers of referees. Referees who are able to comment on your work experience and church involvement should be included.

4. **Forward your application paperwork to Rob de Wal, Assistant Business Manager;**
jobs@mecs.vic.edu.au