

## APPLICATION GUIDELINES



### Applying for a position at King's Baptist Grammar School

1. Read the Job Description and any Specific Criteria relating to the position.
2. Prepare your documentation:

#### 2.1 Cover Letter

Your cover letter should:

- Be approximately 1 page long and be addressed to the Principal, Mr Don Grimmett
- Identify the position for which you are applying
- Identify where you saw the position advertised
- Specifically highlight your suitability for the position
- Briefly address the essential and desirable criteria

#### 2.2 Resume

Your professional resume including:

- Education and qualifications
- Work history
- Community/Church involvement
- Christian Commitment [see *note* below]
- Referees - please include the names and contact details of two professional referees and one pastoral referee.

#### Christian Commitment

*King's Baptist Grammar School is a Christian school that exists to provide excellence in education. The King's Community is a Jesus-centred community that inspires hope by creating opportunity for people and families to do life better, together.*

*All members of staff at King's declare that they subscribe to the Statement of Faith and that they live in a manner that gives strong evidence of this belief and their acceptance of God's grace in their life.*

*Given this, please respond to the following:*

1. *What do you believe would be the key indicators of a Jesus-centred community?*
2. *What 'strong evidence' is there in the way you live that indicates your belief in our Statement of Faith?*
3. *Provide something of your faith background/faith journey including your current place of worship.*
4. *Describe how you might contribute to the King's Community.*

### 3. Submit your application

- Submit your application via email to [HR@kingsbaptist.sa.edu.au](mailto:HR@kingsbaptist.sa.edu.au)
- Ensure that all documentation is attached
- All applications will be acknowledged by email

Should you require any further information regarding the position or the application process please contact the Human Resource Manager, Jodie Aldis on (08) 8289 0222.