



JOB PACK

Early Childhood Teacher – Casual

Ref: Casual Bank

APPLICATION GUIDELINES

These guidelines are provided to assist you in submitting your application for the advertised position with the Loddon Shire Council. Please ensure you read the instructions carefully, prior to submitting your application.

Your application should include:

Cover letter: this letter should include your contact details, including a daytime phone number, the name of the position you have applied for. Your cover letter should include reasons why you are applying for the position and an overall summary regarding your skills and experience that meets the criteria of the position.

Application form: the application form provides us with additional detail regarding your availability and your qualifications.

Resume: Your resume provides additional information for the selection panel, it should be precise and easy to read. Highlight your major achievements and only include information which is relevant to the position applied for.

Referees: – Please include contact details for two (2) work related referees. (*Referees will only be contacted after a personal interview has been conducted*). Referees provided must be notified and advised by you of the possibility that they may be contacted by the Loddon Shire Council for a reference check.

You can submit your application using any of the following methods:

- completing the form located on Councils website under www.loddon.vic.gov.au/Work/Working-with-us
- submit via email recruitment@loddon.vic.gov.au
- submit by mail marked 'confidential' to, Manager Organisational Development, Loddon Shire Council, PO Box 21, Wedderburn, 3518.

Further enquiries regarding this position may be directed to Alycia O'Sullivan, Kindergarten Coordinator on 0417 030 264.