



APPLICATION AND SELECTION PROCESS AT YSS

Thank you for your interest in working at Yallingup Steiner School in Western Australia's South West.

Following is a description of the application process and selection process, important dates and our contact details.

APPLICATION PROCESS

Email the following to the Recruitment Panel: registrar@yss.wa.edu.au or provide in hard copy to the School Office on the corner of Caves Rd and Wildwood Rd in Yallingup (or mail to: PO Box 135, Yallingup, WA, 6282) so that it is received before close of business on the advertised closing date:

1. A cover letter specifying the job applied for
2. Your application, addressing the selection criteria (these are listed in the Position Description which is available on our website)
3. A resume or current CV
4. Contact details including an email address
5. The names and contact numbers of three referees
6. Any other relevant information such as copies of qualifications, training etc.

We will acknowledge receipt of your application.

SELECTION PROCESS

1. Applicants are short-listed by the Recruitment Panel.
2. Short-listed applicants will be contacted by phone, and an arrangement will be made for an interview.
3. Interviews will be conducted at YSS at a mutually agreeable time.
4. The successful applicant is contacted by phone and is invited to accept the position in writing.
5. A Letter of Offer is presented to the successful applicant for their signature.
6. Once this 'Letter of Offer' has been signed, all unsuccessful applicants will be notified by email that in this instance their applications have been unsuccessful.

We look forward to receiving your application!