



Lake Joondalup Baptist College

How to apply

1. Please read through the information
 - ✓ Staff Code of Conduct Policy
 - ✓ Statement of Faith
 - ✓ Employment Collection Notice
 - ✓ Employment Application Form
2. Review the Duty Statement for the position that you are applying for, this will be found under "Current Employment Opportunities".
3. To apply please ensure that you include the following documentation in your application:
 - Employment Application Form
 - Covering letter
 - Written response to the 'Essential Selection Criteria'
 - Resume
 - Contact details of two professional referees
 - Certified copies of qualifications and academic transcripts
 - Proof of current registration with the Teacher Registration Board of Western Australia
 - Nationally Coordinated Criminal History Check through Department of Education (Western Australia) less than six months old, or undertaking to apply prior commencement
 - Working with Children check, or undertaking to apply prior to commencement
 - A written reference from your Church Pastor/Minister
4. Submit your completed application by email in PDF format to: HR@ljbc.wa.edu.au

All applicants will receive a return email confirming that their application has been received. If you have not received this email within two days of sending your application, please contact Human Resources on 9300 7444.

Please note that only applicants who are shortlisted for interview will be contacted.