



## Applying for a position with Mildura Senior College

*Thank you for your interest in applying for a position with the Mildura Senior College. The following information has been prepared to assist you with your application.*

### Recruitment on Line (ROL)

All Mildura Senior College positions are listed on Recruitment on Line (ROL) which may be accessed via the **Search or apply for a Job** link found on the Department of Education and Training's web page [www.education.vic.gov.au/hrweb/careers](http://www.education.vic.gov.au/hrweb/careers).

Use the search engine to search for all MSC positions. Using either key words "Mildura Senior College" or the job number (if known).

Alternatively a link maybe found via the College's website [milsen.vic.edu.au](http://milsen.vic.edu.au)

### What your application should include

The primary function of an application is to provide sufficient information about your education, work history and experiences to allow the Selection Panel to decide whether you should be interviewed for the position.

Applications should prepare the following information:

- A covering letter
- A separate attachment addressing the Selection Criteria
- A current resume
- Two referees (please provide both email and mobile telephone number)

### Addressing the Selection Criteria

Describe and provide examples on how your skills, abilities, work experience and qualifications enable you to satisfy the requirements of each Selection Criteria. These statements need to be clear, concise and demonstrate how you meet the criteria.

### Submitting Applications

Applications are to be submitted on-line via Recruitment on Line (ROL) which may be accessed via the **Search or apply for a Job** link found on the Department of Education and Training's web page [www.education.vic.gov.au/hrweb/careers](http://www.education.vic.gov.au/hrweb/careers).

If ROL is unable to be accessed applications may be emailed to [hr@milsen.vic.edu.au](mailto:hr@milsen.vic.edu.au)

### Further Information

For further information about an **advertised position** please contact Andrew Ough (Principal) ☎ 03 5021 2911.

Or for information about the **application process** please contact Janet Scott (HR Manager) ☎ 03 5021 2911 or via email [hr@milsen.vic.edu.au](mailto:hr@milsen.vic.edu.au)